

## DIGITAL SMARTS FOR CORPORATE PROFESSIONALS

<b>Start Date:</b>	24/11/2025	<b>End Date:</b>	28/11/2025
<b>Categories:</b>	Digital Literacy	<b>Venues:</b>	Madrid
<b>Formats:</b>	In Person	<b>Instructors:</b>	Khaled Nabil

### OVERVIEW

This course provides essential digital skills for modern workplace success. Participants will improve productivity, security, and digital communication across common platforms and tools.

### OBJECTIVES

By the end of this course, participants will be able to: – Navigate and manage digital work environments confidently. – Apply basic cybersecurity and data handling best practices. – Communicate clearly and professionally across digital channels. – Use cloud tools and collaborative platforms effectively. – Optimize workflows through shortcuts, settings, and integrations.

### COURSE OUTLINE

1- Digital Workplace Foundations: Tools and Etiquette 2- Communication Skills for Email, Chat, and Video 3- File Organization, Sharing, and Cloud Tools 4- Security Awareness and Safe Digital Practices 5- Productivity Tools, Settings, and Automation Tips

### TARGET AUDIENCE

Corporate professionals, team members, admin staff, and new joiners looking to boost digital confidence and efficiency.

### METHODOLOGY

Interactive tutorials, real-world digital task scenarios, group troubleshooting, communication labs, and mini digital skill challenges.

### CONCLUSION

Participants will leave ready to operate efficiently in digital-first work environments with confidence, clarity, and digital savvy.

### DAILY AGENDA

### **Day 1: Digital Foundations**

Explore essential tools, workplace expectations, and smart digital habits.

### **Day 2: Communication Smarts**

Master digital messaging, meetings, and etiquette across tools.

### **Day 3: Files in the Cloud**

Store, share, and organize files with security and structure.

### **Day 4: Digital Safety First**

Protect data, avoid scams, and apply digital security basics.

### **Day 5: Productivity Boosters**

Use keyboard shortcuts, automations, and apps to save time daily.

*For more information, please contact us:*

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