MASTERING CLOUD COLLABORATION TOOLS

Start Date:	16/08/2026	End Date:	20/08/2026
Categories:	Digital Literacy	Venues:	Dubai
Formats:	In Person	Instructors:	

OVERVIEW

This course empowers professionals to fully utilize cloud-based collaboration platforms like Google Workspace, Microsoft 365, and shared project tools. Participants will learn to collaborate in real-time, organize shared resources, and streamline teamwork in a digital-first workplace.

OBJECTIVES

By the end of this course, participants will be able to: – Use cloud tools for real-time document collaboration and feedback. – Organize files and projects in shared drives and folders. – Manage permissions, versions, and access across platforms. – Leverage calendars, shared to-do lists, and notes for team alignment. – Choose the right tool for the task—Docs, Sheets, Slides, or third-party apps.

COURSE OUTLINE

1- Cloud Platforms Overview: Google vs. Microsoft Ecosystems 2- Real-Time Document Collaboration Best Practices 3- Shared Resources, Access Control, and Version Management 4- Organizing Projects, Calendars, and Shared Tasks 5- Integrating and Automating Collaborative Workflows

TARGET AUDIENCE

All Supervisory Levels, Professionals, admin teams, and remote or hybrid teams working in cloud-based environments.

METHODOLOGY

Live collaboration exercises, platform walkthroughs, document versioning drills, project sharing simulations, and tool comparison labs.

CONCLUSION

Participants will leave with greater confidence and skills to collaborate seamlessly and securely in cloud workspaces.

DAILY AGENDA

Day 1: Choose the Right Cloud Tools

Understand major cloud platforms and how to use them for work productivity.

Day 2: Collaborate in Real Time

Practice editing and reviewing documents simultaneously with others.

Day 3: Stay Organized and Synced

Set up shared folders, permissions, calendars, and trackers.

Day 4: Integrate and Automate

Use add-ons and apps to streamline digital collaboration.

Day 5: Master Your Workflow

Simulate a full collaborative project using multiple cloud tools.

For more information, please contact us:

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