



PB INSTITUTE OF RESEARCH AND TECHNOLOGY

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Nairobi - Kenya

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Managing the Cloud Office: Digital Tools and Technologies

Duration: 10 days

On-Site

01 Who Should Attend

- IT support and digital workplace staff
- Human resources professionals
- Project and programme administrators
- Operations professionals
- Government and public-sector employees
- NGO and development-sector professionals
- Business owners and entrepreneurs
- Professionals responsible for managing digital office operations

02 About the Course

Managing the Digital Office: Cloud Tools and Technologies is a practical training course designed to equip administrative professionals, office managers, and business support teams with the knowledge and skills required to manage modern cloud-enabled workplaces. The course explores cloud computing fundamentals, cloud-based productivity applications, digital collaboration, document management, data security, remote working, workflow automation, and emerging technologies.

Participants will learn how cloud technologies can improve office efficiency, information accessibility, collaboration, business continuity, and service delivery while developing practical strategies for managing digital office environments securely and effectively.



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03 Workshop Objectives

- Understand the fundamentals of cloud computing and its benefits for office management.
- Utilize cloud storage platforms (e.g., Google Drive, OneDrive, Dropbox) for file management and sharing.
- Collaborate effectively using cloud-based productivity suites (e.g., Google Workspace, Microsoft 365).
- Manage and organize documents, spreadsheets, and presentations in the cloud.
- Utilize cloud-based communication and collaboration tools (e.g., Slack, Teams).
- Implement cloud-based project management tools for task management and tracking.
- Understand cloud security best practices and data protection.
- Integrate cloud applications with existing office workflows.
- Optimize team collaboration and communication using cloud tools.
- Improve efficiency and productivity through cloud automation.
- Manage access and permissions for cloud resources.
- Troubleshoot common cloud-related issues.
- Stay up-to-date with the latest cloud technologies and trends.
- Become a more proficient and adaptable office management professional.
- Understand ethical considerations in cloud data management.
- Learn how to select and implement appropriate cloud solutions for office needs.

04 Module Topics

Module 1: Introduction to Cloud Computing for Office Management

- Understanding the basics of cloud computing: SaaS, PaaS, IaaS.
- Benefits of cloud computing for office management: scalability, accessibility, collaboration.
- Overview of popular cloud platforms and services (Google Workspace, Microsoft 365, etc.).
- Understanding cloud storage and collaboration concepts.
- Security and privacy considerations in cloud computing.



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Module 2: Cloud Storage and File Management

- Utilizing cloud storage platforms (Google Drive, OneDrive, Dropbox).
- Organizing and managing files and folders in the cloud.
- Sharing files and folders with different access permissions.
- Version control and file recovery in cloud storage.
- Synchronizing files between devices and the cloud.

Module 3: Cloud-Based Productivity Suites (Google Workspace/Microsoft 365)

- Using cloud-based document editors (Google Docs, Word Online).
- Creating and collaborating on spreadsheets (Google Sheets, Excel Online).
- Developing and sharing presentations (Google Slides, PowerPoint Online).
- Utilizing cloud-based email and calendar tools.
- Integrating productivity suite applications for seamless workflow.

Module 4: Cloud-Based Communication and Collaboration Tools

- Utilizing team communication platforms (Slack, Microsoft Teams).
- Managing online meetings and video conferencing (Zoom, Google Meet).
- Using cloud-based project collaboration tools.
- Sharing information and updates in real-time.
- Effective communication strategies in a cloud environment.

Module 5: Cloud-Based Project Management Tools

- Utilizing cloud project management platforms (Trello, Asana, Monday.com).
- Creating and managing tasks, deadlines, and assignments.
- Tracking project progress and visualizing project data.
- Collaborating on projects with team members.
- Integrating project management tools with other cloud services.

Module 6: Cloud Security and Data Protection



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- Understanding cloud security best practices.
- Managing user access and permissions.
- Protecting sensitive data in the cloud.
- Understanding data encryption and backup strategies.
- Recognizing and preventing cloud-based security threats.

Module 7: Integrating Cloud Applications with Existing Workflows

- Analyzing existing office workflows and identifying cloud integration opportunities.
- Connecting cloud applications with other business tools.
- Automating tasks and processes using cloud-based workflows.
- Streamlining data transfer and synchronization.
- Improving efficiency through cloud-based automation.

Module 8: Troubleshooting Common Cloud-Related Issues

- Diagnosing and resolving common cloud connectivity issues.
- Troubleshooting file synchronization and sharing problems.
- Addressing user access and permission errors.
- Resolving issues related to cloud application integration.
- Finding and utilizing cloud support resources.

Module 9: Cloud Technology Trends and Best Practices

- Exploring emerging cloud technologies and trends.
- Staying up-to-date with cloud platform updates and features.
- Implementing best practices for cloud adoption and management.
- Developing a cloud-first mindset for office management.
- The future of cloud computing in the office environment.