2023

Course OFFERINGS

TECHGEM EDUCATIONAL TECHNOLOGIES

Guidance, Inspiration & Support



Vonetta Watson
MA Ed., MCT, CPC



Vonetta Watson-Edwards, the owner of TechGem Educational Technologies, is a 25-year technology veteran, SME, facilitator, instructor, international trainer/speaker, mentor, author, technology and personal coach, consultant, and software migration/implementation specialist.

TECHNOLOGY & SOFTWARE EDUCATIONAL SPECIALIST

Microsoft CERTIFIED Educator

Microsoft Technology Associate

As an Instructional Technology and Software Education Specialist, Vonetta has over two decades of experience in education and training delivery using unique combinations of Educational Technology methodologies that go beyond the twenty-first-century learners' needs; she is an enthusiastic, dedicated, and committed educator who understands and strives to motivate others to exceed their expectations.

Vonetta is a highly accomplished individual with an extensive background in education. She has a Master of Education in Adult Education and Training, Curriculum and Testing Development, Instructional Design, Educational Leadership, Six Sigma Lean, and Personal Coach. With over 60 certifications in the IT field; her certifications include Internet & Computer Core Certification (IC5), Adobe® Master Suite, Microsoft® Certified Professional & Expert M365, which has gained her the Microsoft ® Certification for MOS Expert and Master, Microsoft® Certified Educator, Microsoft® Service Adoption Specialist, and Microsoft® Certified Trainer. Vonetta also holds instructor certifications in Microsoft, IC5, and Adobe® CS5.

Vonetta is adept at simplifying complex ideas using various training delivery methodologies to optimize the use of product technology to increase productivity. She has strong interpersonal skills, is proficient in fostering positive professional relationships and communicating effectively with diverse stakeholders at all levels, and can quickly learn proprietary software systems for effective delivery. Vonetta possesses the ability to collaborate with educational communities while engaging in reflective practices as well as integrating technology.

" I am a Bridge-Builder and gaps filler!"

Our Company

Since opening our doors in 2009, we've helped countless individuals & companies achieve their career and personal goals. We are committed to providing excellent education, training, and resources to assist our clients in thriving in today's competitive world, with flexible program options and excellent instruction, we're sure you'll be satisfied with your education at Techgem Educational Technologies.



Training Concepts

Choose a training pathway that makes sense. Tie training to your real-time needs.

Training Design

Design a training pathway that fits the vision of your company, stakeholders, and employees.

Training Development

Design a training pathway that creates a mindset of inclusion, work life, and in-time training.

Training Evaluation

Design real-time training deliverables and assessments that employees and stakeholders can see.

Techgem Educational Technologies Software Training Courses

CORPORATE TRAINING ILT

With a hands-on, high-energy approach to training, we help employees learn new skills or reinforce their existing knowledge. Taking a hands-on approach to teaching, we use an immersive learning environment that caters not only those who have low or no tolerance for boredom but also fosters community among learners of different abilities. Our Constructivist style helps you grasp new knowledge while reinforcing what's already there - it makes sense why this is one corporate training program our clients rave about!

THE MODERN DESKTOP FOR ADMINS

Getting started and connecting the dots

- What is the Modern Workplace
- Manage and Drive Adoption
- Collaboration & Integration
- Microsoft Viva Insights
- Windows 11 + Edge "What's New."

ONEDRIVE

Getting Started

- Cloud Storage & File Management
- Collaboration
- Synchronization
- Secure, Protect, and Restore

SHAREPOINT ONLINE

Getting Started

Create, Store, and Share Content

- Intro to SharePoint
- Sites, Posts, and Lists
- Collaboration

POWER BI

Intro to datasets

- Quick Start
- Power BI components and files
- Connect to Data Sources
- Reports

MICROSOFT OFFICE 365

Desktop & Online Versions

- Word • Excel • PowerPoint
  - Out-The-Box Beginner to Expert courses
  - Tips & Tricks
  - Custom Course Content
- Outlook
  - Beginner to advanced course options
  - Microsoft 365 App Integration

TEAMS

Unblocking Teamwork

- Team Creation & Management
- Files & Channels
- Customization
- App Integration
- On the Go with Teams (Mobile)

TEAMS MEETINGS

Manage Meetings

- Create and join meetings
- Share content during meetings
- Participate in meetings
- Manage breakout rooms for your meeting
- Plan, schedule, and moderate live events

FORMS
Data Collection in Minutes

- Quick Start-Create, Edit, & Review
- Microsoft 365 App Integration
- Analytics
- Form Automation (Power Automate)

ONENOTE
"Empower Your Workflow like a Pro with OneNote + Outlook"

- Outlook & Meeting Intergrations
- Planning
- Projects
- Add-Ins

PLANNER: YOUR PRODUCTIVITY POWERHOUSE
Create, Track, and Organize what matters

- Manage Task-Based Work in Teams
- Kanban Boards
- Task Toolbox

LIST IT, TASK IT, PLAN IT
Information Tracker and Organizer to Rule the Day!

- Configure & Highlight
- Task Toolbox
- Custom Productivity
- Teams Integration

LOOP IT IN 

Project Management Just Went Hybrid

- Project Workspaces
- Portable Components
- Syncing Across Environments
- Project Idea Building

POWER AUTOMATE
Automate Your Workflow

- Quick Start
- Analytics
- Power Automate (Flow)

SWAY
Your Digital Lightweight Story Maker

- Interactive Presentations
- Digital Storytelling
- Interactive Reporting

TO-DO: CHECK IT OFF THE LIST
Your Plan-It, Assign-It, Flag-It, Task-It App

- Task Integration & Management
- Sync tasks with Outlook
- Customize

OUTLOOK GROUPS
Take your Diatribution List to the Next Level

- Calendar & File Management
- Project Planning
- Collaboration & Integration

FORMS
Data Collection in Minutes

- Quick Start-Create, Edit, & Review
- Microsoft 365 App Integration
- Analytics
- Form Automation (Power Automate)

MICROSOFT BOOKINGS

Outlook +Teams= Bookings

Say Goodbye to Scheduling Assistant

- Create an appointment type
- Conduct a Bookings appointment
- Track, Organize, and Manage
- Bookings Calendars
- Calendar Syncing
- Text Notification

MICROSOFT WHITEBOARD

Brainstorm, Plan, and Share Ideas

- Quick Start-Create, Edit, & Review
- Whiteboard in Microsoft Teams
- Whiteboard Templates
- Form Automation (Power Automate)

CLIPCHAMP

Create a video in minutes

- Quick Start-Create, Edit, & Review
- Trim, Crop, Resize Videos
- Video Format Conversion
- Record screen or Webcam
- Uploading to YouTube or Vimeo
- Collaboration

MICROSOFT VIVA

The Power of Viva Insights

- Personal insights
- Viva Insights in Teams
- Viva Dashboard
- Viva + Outlook: Better Together
- Viva Headspace

CANVA WORKSPACES

Find Your Creative Team Flow!

- Canva Docs
- Presentations
- Websites
- Whiteboards
- Mock-Ups
- Videos
- Print Products

GOOGLE WORKSPACES

Connect, Create, and Collaborate

- Gmail, Meet, Chat, Calendar, Drive
- Docs, Sheets, Slides, Forms, Sites
- Keep
- Jamboard
- Cloud Search

Techgem Educational Technologies Workshop Topics

WELCOME TO THE UNIWORKVERSE ©: TECHNOLOGY ADOPTION, ADAPTABILITY, EMPOWERMENT, AND TOOLING-UP

Digital transformation is inevitable. We have now officially entered into a Uniworkverse© where hybridization work environments have become our work norm. Many businesses (leapfroggers) are moving toward the use of next-gen software, workplaces, workforces, and processes, leaving employees with no choice but to accept working within a hybrid universe.Hybrid Work is Here to Stay. You must learn to adapt to "What's Next!" How do you set yourself up for the future?

- Embracing the Uniworkverse
- Technology & Digital Adoption
- Technology Adaptability
- Technology Empowerment
- Technology Development: Tooling-Up Roadmap

CYBERSECURE YOUR UNIWORKVERSE ©: PROTECTING YOUR DIGITAL FOOTPRINT IN THE WORKPLACE

In our UniWorkVerse, we're constantly online. Whether it's working remotely, connecting with colleagues in different time zones, or checking email and social media during downtime, being connected is key to productivity. But while being connected makes us more efficient, it can also leave us vulnerable to cyberattacks. Learn how to own your role in protecting connected information and securing systems and devices.

- Impact of Cyber Security
- Cyber Security Risk Factors
- Cyber Security Best Practices
- IoT & Cyber Security
- Cyber Hygiene

CLEAR DESK, CLEAR SCREEN: REDUCE YOUR CYBER RISK

In today's fast-paced business world, it's easy to let your workspace get cluttered. If you ask any business professional what their top priorities are, the chances are that cyber security will feature highly on the list. In today's interconnected world, businesses of all sizes are at risk of being targeted by cybercriminals. The good news is that there are a number of steps you can take to reduce your cyber risk.

- What is a Clean Desk Policy?
- Implementing a Clean Desk Policy
- Elements of a Clean Desk Policy
- Benefits of a Clean Desk Policy

Workshop Topics

A perfect way to train the masses! Open your conference or summit to technology and training for your attendees that will inspire, challenge, and educate them. Hands-on, High-energy, Interactive, and immersive.

DEMYSTIFYING AND HARNESSING THE POWER OF IOT

The internet of things (IoT) is one of the most rapidly growing technological fields today. The term refers to the ever-growing network of physical objects that are connected to the internet that can collect and share data.

- What is the Internet of Things (IoT)?
- How is the IoT transforming the workplace, and how can businesses take advantage of it?
- What are some real-world examples of how the IoT has been used in business settings?
- How will the IoT continue to shape the workplace in years to come, and what should businesses do to prepare for it?"

THE CODING EVOLUTION: THE NEXT BIG SKILL

Coding is no longer just for the techies. In an age where technology is constantly evolving, and our Uniworkverse is ever expanding, coding is becoming one of the most sought-after skills across all industries as we move into the fourth industrial revolution.

- What is Low and No Code: Why should you learn it?
- Low Code vs. No Code
- Benefits of low-code or no-code Development Platforms
- Learning Low Code: Getting Started
- Low-Coding languages: What's Best for You?
- The Future of Low-Code: How it will Impact the Job Market

DIGITAL MARKETING | MARKETING UNLEASHED

Digital marketing is a vital part of any business today. It helps businesses reach out to new customers and build relationships with them. It also allows businesses to connect with existing customers and keep them updated on the latest news and developments.

- Why is Digital Marketing Important?
- developing a content marketing strategy
- Landing page and lead capture tools
- Digital Marketing Tips
- 5 Ds of Digital Marketing

Workshop Topics

SHIFT HAPPENS: SPRINGBOARDING WORKSTYLE & MINDSET

Join us to explore the ever-changing Modern Workplace landscape. How do we stay sane while adjusting to its constant shifts? With our traditional work environment evolving like a hybrid fruit, let's discuss how new software and communication methods have impacted every aspect of working life - from disseminating information over varying audiences to navigating resources efficiently. Let's discover what it takes for successful navigation in this modern world!

RISE OF THE WORK PHOENIX! WORKPLACE EMPOWERMENT WHAT'S IN YOUR TOOLBOX?

Is it time for career reinvention or personal recasting to help you reach new professional heights? Prepare yourself to rise from the ashes like a mythical phoenix with workplace empowerment tools! Reinvigorate your passion and develop new skill sets to help you reach the next level. During this empowering workshop, we will discuss practical ways to build confidence in your job search while uncovering key learnings that can be useful in ensuring success. Plus, strategies on how to use resources available at specific companies. So join us as we explore different elements needed for growing your career and preparing yourself to embrace change and turn limitations into opportunities!

- Visualize Your Career Blueprint
- Building Up! What Are Your Tools
- Navigating Corporate Landscapes
- Onward: Mapping It Out

TEAMWORK, DIGITAL TRANSFORMATION, AND WORKPLACE INFLUENCERS

Do you feel like your team is stuck in a rut? There may have been difficulty gaining momentum with digital transformation or no clear direction regarding becoming more successful together. What if we told you that workplace influencers could be the key to unlocking these solutions and helping bring out the best of what your team can do? In this workshop, we'll share tips on how organizations can leverage teamwork, digital transformation, and workplace influencers for maximum impact in the work environment. Let's explore visible, actionable strategies so everyone feels valued and motivated.

- Overview of Teamwork and Digital Transformation
- Change Management & The Technology Shift
- Empowerment Leader: Taking the Reins
- Understanding Workplace Influencers
- Building an Effective Collaborative Space
- Leveraging Technology for Maximum Output



THANK *You*

At Techgem Educational Technologies, we're eager to get started on your training journey. We thank you in advance for entrusting us with the responsibility of equipping and empowering you as a professional! Techgem Educational Technologies - The Training Provider You Can Trust.

CONTACT US

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