

2023

# Course OFFERINGS

TECHGEM EDUCATIONAL  
TECHNOLOGIES

*Guidance, Inspiration & Support*





# Vonetta Watson

## MA Ed., MCT, CPC

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 gap filler!"*

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

# 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 Integrations
- 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 Distribution List to the Next Level

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

## FORMS

Data Collection in Minutes

- Quick Start>Create, Edit, & Review
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- 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

## 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

## CANVA WORKSPACES

Find Your Creative Team Flow!

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

## MICROSOFT WHITEBOARD

Brainstorm, Plan, and Share Ideas

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

## MICROSOFT VIVA

The Power of Viva Insights

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

## GOOGLE WORKSPACES

Connect, Create, and Collaborate

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

# Techgem Educational Technologies

## Presentation 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 (leapfroppers) 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



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

## **SHIFT HAPPENS: SPRINGBOARDING WORKSTYLE & MINDSET**

How do we change our mindset to accept constant Shift and adopt the “Modern Workplace” landscape while maintaining our sanity; is that even possible? Let’s discuss ways in which the traditional workplace landscape as we know it has become organic like hybrid fruit; and, discuss ways in which we work, communicate, and disseminate information over varying audiences, software, and our ability to navigate our resources.

## **RISE OF THE WORK PHOENIX! WORKPLACE EMPOWERMENT WHAT’S IN YOUR TOOLBOX?**

Struggling to elevate beyond the bounds into Workplace Empowerment? Let’s look at ways to overcome work obstacles, transform our mindset, transcend career boundaries, and Take Flight! Reimagine, reenergize, and inspire yourself to pull your work-life or career from the ashes with these thought-provoking strategies using your current skill set to position yourself, take control, and pivot your professional future to a Phoenix Level.

## **BRING YOUR OWN LEADERSHIP & EMPOWERMENT: BECOMING A WORKPLACE INFLUENCER**

Walkthrough the world of M365 Teams. Learn how Teams (add-ins) ecosystem serves as your work hub for work, sharing conversations, files, and tools all in one place for instant access at your fingertips.

- Change Management & The Technology Shift
- Empowerment Leader: Taking the Reins
- Types of Workplace Influencers
- Conversation Starters: A SEat at the Table



# 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

[www.techgemtech.com](http://www.techgemtech.com)

[info@techgemtech.com](mailto:info@techgemtech.com)

(409) 834-4436

P.O. 3008, Cedar Hill, TX 75106

