



MICROSOFT TRAINING

Soft Skills Ms Office Kaizen Training Course

Boost productivity with MS Office and Kaizen principles. Learn to optimize workflows and enhance your professional effectiveness.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

-
- Globally Recognized Certification
 - Expert-Led Hands-On Training
 - Flexible Scheduling

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COURSE OVERVIEW

The "Soft Skills Ms Office Kaizen Training Course" is a dynamic, 2-hour intermediate program designed to elevate your professional efficiency and communication by integrating the principles of Kaizen (continuous improvement) with core Microsoft Office applications. This course moves beyond basic software functionality, focusing on how to strategically leverage Word, Excel, PowerPoint, and Outlook to streamline workflows, enhance collaboration, and produce high-quality work with remarkable speed and accuracy. Participants will discover how a mindset of ongoing improvement can transform routine tasks into opportunities for significant productivity gains.

This training emphasizes the crucial interplay between technical proficiency and essential soft skills. You will learn to apply Kaizen methodologies to identify and eliminate inefficiencies in your daily tasks, from crafting persuasive documents and analyzing data to delivering impactful presentations and managing professional communications. By honing skills in efficient document creation, collaborative editing, data visualization, and effective email management, you will not only master the tools but also cultivate critical thinking, problem-solving, and time management abilities that are invaluable in any modern workplace.

The professional benefits of this course are immediate and tangible. Graduates will be equipped to significantly reduce errors, optimize their time, and communicate more clearly and professionally across various platforms. This holistic approach ensures that you're not just using Microsoft Office, but mastering it as a powerful suite for continuous personal and organizational improvement, leading to enhanced career prospects and a more productive work environment.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Embracing Kaizen for Workplace Efficiency

- Introduction to Kaizen principles and continuous improvement
- Identifying common inefficiencies in daily office tasks
- Setting SMART goals for personal productivity using MS Office
- Mindset shift: From task completion to optimized workflows

02 Module 2: Advanced Efficiency in MS Word & Excel

- Streamlining document creation with advanced Word features (styles, templates, quick parts)
- Collaborative document management and version control (Track Changes, comments, compare)
- Accelerating data entry and basic analysis in Excel (data validation, quick analysis tools)
- Creating impactful visualizations and reports in Excel for rapid insights

03 Module 3: Professional Communication & Presentation with MS Outlook & PowerPoint

- Mastering efficient email management and professional etiquette in Outlook (Quick Steps, rules)
- Calendar organization and effective meeting scheduling techniques
- Designing compelling and concise presentations in PowerPoint (slide master, visual hierarchy)
- Applying soft skills for clear, persuasive communication through digital channels

04 Module 4: Sustaining Improvement & Skill Development

- Developing a personal Kaizen action plan for ongoing MS Office mastery

- Time management strategies integrated with Microsoft Office tools (Tasks, To Do)
- Leveraging online resources for continuous learning and updates in MS Office
- Practical exercises: Applying learned principles to real-world scenarios

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Efficient Office Administrator/Executive Assistant**
- > **Streamlined Project Coordinator/Manager**
- > **Productivity-Focused Data Entry & Reporting Specialist**

FREQUENTLY ASKED QUESTIONS

Q: How will this course specifically help me reduce my workload and improve my decision-making within my current role?

This course uniquely blends Kaizen principles with practical MS Office applications, teaching you to identify and eliminate inefficiencies in your daily tasks. You'll learn shortcuts, advanced features for quicker data processing and document creation, and strategies for clearer communication, all of which directly contribute to reducing your workload and providing you with better organized information for faster, more informed decision-making.

Q: What level of Microsoft Office proficiency is recommended as a prerequisite for this 'Intermediate' Kaizen training?

Participants are expected to have a foundational working knowledge of Microsoft Word, Excel, PowerPoint, and Outlook. This means you should be comfortable with basic navigation, creating and saving files, and performing fundamental operations in each application. This course will then build upon those basics by introducing efficiency techniques, collaborative features, and the Kaizen mindset.

Q: Will the soft skills component of this training be general, or will it be directly integrated with MS Office functionalities?

The soft skills taught in this course are directly integrated with MS Office functionalities. For instance, you won't just learn about good communication; you'll learn how to apply it by structuring professional emails in Outlook, collaborating effectively using Word's track changes, or delivering concise, impactful presentations in PowerPoint. The focus is on applying these skills practically within the context of Microsoft Office to enhance your overall professional output.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors

have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

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