

SEHG IN-PERSON WORKSHOP SERIES

Microsoft Outlook 2024

Instructor-Led Workshop · Facilitator Kit

Complete facilitator kit for delivering the SEHG Microsoft Outlook 2024 workshop on site — training manual, instructor guide, slides, icebreakers, quick-reference sheets, and completion certificates.

WHAT'S IN THIS KIT

01 · Training Manual (participant workbook)

02 · Instructor Guide (facilitator script & timings)

03 · Icebreakers & Activities

04 · Presentation Slides

05 · Quick Reference Sheets (takeaway)

06 · Certificate of Completion

SEHG-AI-1118 · IN-PERSON WORKSHOP KIT

synergyeducationholdings.com

Microsoft Outlook 2024

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About This Workshop

Microsoft Outlook 2024 is a leading email management software that has been an essential part of both personal and professional communication for decades. Initially launched in 1997, Outlook has evolved into a robust platform not just for handling emails, but for managing calendars, tasks, and contacts all in one place. Outlook 2024 offers powerful tools for coordinating meetings, tracking appointments, and organizing your contacts, making it an indispensable tool for staying organized and productive. Over the years, Outlook has become known for its advanced organizational features, such as customizable folders, detailed search functionality, and efficient email filtering, allowing users to easily manage a busy inbox. The Microsoft Outlook 2024 course will provide participants with the skills and knowledge needed to effectively manage emails, appointments, and tasks within the Outlook platform. Participants will create and manage calendar events, set up and use rules for automating tasks, as well as customize the interface to suit their needs. Mastering Outlook 2024 empowers individuals to stay organized and maintain a more focused approach to their daily activities.

Tech Proficiency course: Microsoft Outlook 2024.

Workshop Objectives

- Successfully navigate the Outlook interface
- Explore email account management
- Determine how to compose effective emails
- Effectively organize an Inbox and manage to-do lists
- Identify privacy and security features
- Recognize how to manage calendar events and meetings

Format & Delivery

- Instructor-led session, delivered on site or SEHG-hosted
- Includes participant workbooks, activities, and takeaway reference sheets
- Every participant receives an SEHG Certificate of Completion
- Pairs with the SEHG online Microsoft Outlook 2024 course for pre-work and reinforcement

Preparing & Delivering the Workshop

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Before the Workshop

- Review the Instructor Guide end to end — timings, scripts, and activity setup
- Print one Training Manual and one Quick Reference Sheet per participant
- Load the Presentation Slides and test the projector, audio, and clicker
- Choose 1–2 icebreakers from the kit that fit the group size and room
- Prepare blank Certificates of Completion for sign-off at close

Checking Out the Venue

- Adequate seating with clear sight lines to the facilitator and screen
- Projector compatibility, cables, and extension cords tested in advance
- Lighting that lets participants see you, their notes, and the screen
- Space for group activities, plus a table for handouts and materials

Closing the Session

- Recap the workshop objectives and each participant's key takeaway
- Distribute the Quick Reference Sheet as the on-the-job takeaway
- Present the SEHG Certificate of Completion to each participant
- Point participants at the paired SEHG online course for reinforcement

Book this workshop

Contact your SEHG program advisor to schedule this workshop for your team, or add it to any SEHG learning program as the in-person option.

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Certificate of Completion

This certificate is proudly presented to

for successfully completing the SEHG in-person workshop

Microsoft Outlook 2024

Awarded this ____ day of _____, 20__

Facilitator Name & Title



Synergy Education Holdings Group