

SEHG IN-PERSON WORKSHOP SERIES

Microsoft OneNote 2024

Instructor-Led Workshop · Facilitator Kit

Complete facilitator kit for delivering the SEHG Microsoft OneNote 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-1119 · IN-PERSON WORKSHOP KIT

synergyeducationholdings.com

Microsoft OneNote 2024

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About This Workshop

Microsoft OneNote 2024 is the latest version of Microsoft's digital note-taking application, built for organizing information, managing tasks, and capturing ideas with clarity and structure. OneNote provides a flexible, notebook-style interface that supports text, images, links, handwritten notes, and more—making it ideal for structured planning and dynamic information tracking. With a refreshed layout, faster search, improved syncing, and enhanced integration with cloud storage, OneNote 2024 offers a streamlined experience across devices. It's designed to help users think clearly and keep important information easily accessible in one place. The Microsoft OneNote 2024 course will guide participants through essential tools and features, including creating and managing notebooks, organizing content with sections and pages, embedding multimedia, and sharing notes with others. By the end of the course, learners will be able to use OneNote confidently for both individual productivity and collaborative work.

Tech Proficiency course: Microsoft OneNote 2024.

Workshop Objectives

- Identify and navigate important OneNote 2024 features
- Explore sections, pages, and notebooks
- Determine how to write and format notes
- Learn how to insert files, links, and images
- Recognize common drawing tools in OneNote
- Determine ways to customize and personalize OneNote

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 OneNote 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 OneNote 2024

Awarded this ____ day of _____, 20__

Facilitator Name & Title



Synergy Education Holdings Group