KISR
معهد الكويت للأبحاث العلمية
KUWAIT INSTITUTE FOR SCIENTIFIC RESEARCH

Training Courses
October

2024

Microsoft's Ecosystem: Workflow Digitization and Project Management

Dates: 29 – 31 October 2024.

Time: 09:00 a.m. – 12:00 p.m.

Fees: 250 K.D.

Objectives: At the end of the course, participants will be able to:

- Understand and practice basic and advanced skills about Microsoft's Ecosystem like MS Teams, MS OneNote, MS Word, MS PowerPoint, and so on.
- Digitize participants' workflow and project management.
- Use software tools to manage participants' own administrative needs and projects for all majors and research

Prerequisites: - The Microsoft account should be activated by KISR IT and MS Teams installed on the PC used for work.
    If not, contact KISR's IT to install.
    - Need to have Microsoft Authenticator App installed on phone.

Instructor: Dr.Yaaqoub Malallah.

Participants: – All KISR staff: secretaries, administrators, technicians, professionals, researchers.