



BLUEHIVE

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**SMEs get
70% funding
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Using Google Workspace for Productivity Enhancement

2-Day Hands-On Course

Overview of the Course

In today's digital-first workplace, maximizing productivity through seamless collaboration and communication tools is essential.

This "Using Google Workspace for Productivity Enhancement" course is a hands-on training designed to empower staff at all levels to leverage the full potential of Google Workspace.

Participants will explore how to optimize their workflows, collaborate in real time, and enhance overall productivity using Google's suite of powerful tools, including Gmail, Google Docs, Sheets, Drive, and more.

Across two days, attendees will gain practical experience with Google Workspace applications, learning best practices, shortcuts, and integrations that can transform their daily tasks and improve organizational efficiency.

Course Benefits

- **Increased Productivity and Efficiency:** Leveraging Google Workspace tools, staff can automate and simplify routine tasks like document creation, file sharing, and communication. This allows teams to focus on higher-value, strategic work, significantly improving overall workflow and collaboration.
- **Seamless and Consistent Collaboration:** Participants gain skills to use Google Workspace's real-time collaboration features effectively, ensuring consistent, well-organized, and professional communication across all teams and departments.
- **Cost and Time Savings:** Google Workspace offers integrated tools that reduce the need for multiple disconnected software solutions, streamlining processes, minimizing training costs, and accelerating task completion.
- **Enhanced Digital Skills and Workforce Empowerment:** Upskilling staff with Google Workspace tools increases their digital literacy, adaptability, and confidence. This equips your workforce to thrive in a digitally driven business environment.
- **Competitive Advantage and Innovation:** By adopting Google Workspace, your organization positions itself as forward-thinking and innovative, fostering improved collaboration, streamlined workflows, and enhanced customer interactions, setting your business apart from competitors.

This course is customized for your organizational needs, with a core focus on overcoming your current bottlenecks and enhancing staff productivity.

Who Should Attend?

This course is tailored for individuals and teams aiming to improve their productivity and collaboration. It is suitable for:

- **Administrative Staff:** To streamline daily tasks, document management, and communication.
- **Support Staff:** For efficient handling of files, reports, and data organization.
- **Team Leaders and Managers:** To enhance team collaboration and workflow management.
- **Freelancers and Contractors:** Looking to organize and manage their projects more effectively.

This course is open to all staff levels:

- **Entry-Level Staff:** Gain essential skills in Google Workspace tools to efficiently manage documents and communications.
- **Mid-Level Staff:** Improve workflow management, develop collaborative strategies, and learn powerful productivity tips.
- **Senior-Level Staff and Managers:** Leverage advanced Google Workspace features to standardize processes, improve reporting, and lead teams effectively.

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Overview of the Course

This immersive 2-day course is tailored to your organization's needs and is suitable for all levels of management and staff. It focuses on helping participants maximize the potential of Google Workspace tools to improve productivity, streamline communication, and enhance collaboration.

Attendees will gain hands-on experience and learn practical techniques for using Google Workspace applications effectively, boosting their workflow efficiency and ensuring seamless team collaboration.

Day 1

Foundations and Productivity Tools Mastery

(8 Hours)

Morning Session (4 Hours)

1. Introduction to Google Workspace

- Overview of tools and capabilities
- Real-world applications for productivity

2. Navigating and Customizing Google Drive

- File organization and sharing
- Managing permissions and access

3. Effective Email Management with Gmail

- Advanced email organization and filtering
- Streamlining communication with labels and automation

Afternoon Session (4 Hours)

4. Real-Time Collaboration with Google Docs and Sheets

- Document creation, sharing, and real-time editing
- Useful formulas and functions in Sheets

5. Google Calendar and Task Management

- Optimizing scheduling and reminders
- Integrating tasks and events for improved time management

6. Hands-on Practice and Q&A

- Exercises in document creation and collaboration
- Real-time feedback with instructor guidance

Day 2

Reporting and Advanced Applications

(8 Hours)

Morning Session (4 Hours)

7. Automating Workflows with Google Forms and Add-Ons

- Creating and analyzing surveys
- Integrating forms with other Workspace tools

8. Data Visualization with Google Sheets

- Creating charts, graphs, and dashboards
- Analyzing data with advanced features

Afternoon Session (4 Hours)

9. Collaboration and Communication with Google Meet and Chat

- Conducting virtual meetings and team chats
- Integrating Meet with other tools

10. Advanced Customization and Security Tips

- Customizing settings and templates
- Data protection and security best practices

11. Practical Exercises and Group Projects

- Teams collaborate on project simulations using Workspace tools
- Feedback and refinement

12. Wrap-Up and Course Reflection

- Recap of key takeaways
- Next steps for implementing tools in daily tasks
- Q&A and final thoughts

About the Trainer

Serene Kwok, founder and lead consultant of Bluehive Consulting, is a seasoned expert with over 20 years of experience in branding, marketing, and digital transformation. As a Professional Singapore Certified Management Consultant and Certified Sustainability Practitioner, Serene has successfully guided numerous organizations through business transformation initiatives, integrating sustainability and innovative strategies to drive growth and operational efficiency. She is passionate about empowering businesses and their teams to embrace change and achieve measurable impact.

Serene is also a certified ACLP Trainer and specializes in designing and facilitating engaging, hands-on training programs tailored to diverse industries. With her extensive expertise, she has helped upskill countless professionals in leveraging digital tools and AI-driven solutions, equipping them to excel in the modern digital economy with practical, real-world applications.

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Bluehive Consulting: Empowering Business Transformation in the Digital Age

Who We Are

Bluehive Consulting is a leading integrated branding and marketing consultancy specializing in business transformation and digital innovation. We are recognized as a Professional Singapore Certified Management Consultant (PSCMC) by Enterprise Singapore, a testament to our dedication to delivering impactful solutions that drive growth, efficiency, and sustainability. With over two decades of experience, our team has guided companies through successful digital transformations, enabling them to stay relevant and competitive in today's ever-evolving market landscape.

How We Help Companies Transform and Thrive

In a rapidly changing business world, adaptability and innovation are key. Bluehive Consulting partners with companies to streamline their operations, improve efficiency, and empower their teams to embrace the digital economy. Our business transformation services encompass a holistic approach, including:

Digitalization and Process Improvement: We help companies adopt the right digital tools, refine business processes, and increase productivity by integrating technology solutions tailored to their needs.

Upskilling and Training: Our expert-led training programs prepare staff at all levels to harness digital tools and drive growth in their roles. From leveraging AI for everyday tasks to mastering advanced digital marketing strategies, we equip teams to excel in the digital economy.

Strategic Consulting: We work closely with clients to develop customized strategies that align with their goals, ensuring sustainable business growth and transformation.

Funding and Support for Your Growth

We understand that embarking on a business transformation journey can be a significant investment. To support companies, Bluehive Consulting assists in navigating the funding landscape, helping them maximize available grants and resources, including:

Enterprise Development Grant (EDG): Designed to support projects that help businesses grow, innovate, or transform, we guide companies in applying for this funding to achieve impactful outcomes.

CTC Grants by e2i Singapore: Companies looking to upskill and empower their workforce can benefit from the Career Conversion Programme (CTC) grants. We work with clients to secure these grants, enhancing employee capabilities and driving company productivity.

This Course and Funding Eligibility

Our "Using Google Workspace" course is eligible for application under the e2i Professional Development Grant. This grant offers financial support to companies dedicated to upskilling their workforce, ensuring employees are equipped with the latest tools and skills necessary to excel in the digital economy. Additionally, we can customize funded courses tailored to your organization's specific needs, designed to boost productivity and enhance operational efficiency.

At Bluehive Consulting, our mission is to partner with companies on their transformation journey—enhancing efficiency, embracing digitalization, and empowering teams to succeed in the modern marketplace. Together, we can build a brighter, more productive future.

Important note:

Funding is not guaranteed and will only be provided upon approval of the application by e2i. Local SMEs interested in upskilling their Singaporean or PR staff (at least 5) are encouraged to apply.

