

#SummitESSENTIALS training



Training Course schedule and outline

One (1) day training program for busy executives/ staff – Improve your productivity and retention

When: Every 3rd Friday of the month

Where: IFIS Training room 4th Floor Ntinda Complex, Block B

Fee: USD250 per person inclusive of refreshments or USD100 per tool per session (see Table 1)

Time	Topic	Learning Outcomes
8:00 – 8:30 am	Registration and expectations	To set the agenda for the day
8:30 – 10:00am	Optimizing MS Word and PowerPoint tools for high productivity	<ul style="list-style-type: none">❖ Save time, achieve more with MS Word.❖ Improve your quality of reports and document formatting for high impact and branding.
10:00 – 10:30am	Breakfast	Refreshments
10:30-1:00pm	Prevent data Leakage and IT security Breaches. <ul style="list-style-type: none">❖ Basic Cybersecurity hygiene❖ Understanding common ICT Security breaches and how to fix them.❖ Data Security Policy and DPPA 2019.	<ul style="list-style-type: none">❖ Common threats in today's highly connected offices.❖ Demonstration of common attacks like phishing, brute force, session hijacking used to access systems and how to protect against them.
1:00-2:00pm	Lunch break	Refreshment
2:00-4:00pm	Online Reputation Management for your organization and key people for strong brand positioning on the internet, grow your reputation and attracts clients.	Understand and implement an effective on-line reputation strategy to remove bad content, burry or consolidate good content.
4:30 – 5:00pm	Test	Evaluate skills

You will get Tools worth USD2000 free of charge when you attend.

NB: This course is also available in house. Contact us via email: ecommerce@summitcl.com or call +256776070487 to schedule training at your office.