

GOOGLE WORKSPACE TRAINING PACKAGES

- Core Training Solutions
- Add-On Training Solutions
- Bespoke Training Solutions

UPSKILL YOUR TEAMS



CORE TRAINING SOLUTIONS

Ensure your end-users are upskilled in the new way of working and get the most out of the tools they use every day. Provide solid foundations for Google Workspace adoption with our core training packages.

[BOOK CORE TRAINING](#)

COMMUNICATION TRAINING



Gmail: Discover how to get the best out of Gmail's powerful features, uncover useful settings, and get plenty of tips and tricks to keep your inbox neat and organised.

Calendar: Learn everything from creating an event and sharing your calendar with colleagues to applying an Out of Office and working hours settings.

Google Meet: Learn how to place a video call and how to make them more engaging and interactive with Meet's many features.

Google Chat: Discover the different types of conversations, share files with your colleagues, as well as start video calls and add group tasks so the entire team is able to keep track of work.

COLLABORATION TRAINING



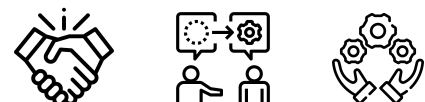
Google Drive: Understand the differences between your 'My Drive' and 'Shared Drives', as well as everything you need to know about sharing files.

Google Docs: Explore the capabilities of real-time collaboration, unlock the power of document creation with smart features, and never have to think about saving again.

Google Sheets: Learn the basic features, like how to create a spreadsheet, and uncover the world of the Explore function, which allows you to complete work quickly at the click of a button.

Google Slides: See how you can design creative and interactive slide decks, ensuring your presentation leaves a lasting impression.

WHITE GLOVE TRAINING



Bespoke session: Get 1:1 coaching with one of our Google Workspace experts, particularly for your business executives and their assistants.

Personalised approach: The content includes topics such as Gmail, Calendar, mobile working, Google Drive as well as any other questions they might have regarding setting up their account.

In-depth support: We also invest time with your executive's assistant, explaining all they need to know about accessing their executive's account, sending emails and creating appointments on their behalf.

[FIND OUT MORE](#)

ADD-ON TRAINING SOLUTIONS

Get the most out of your Google Workspace investment and empower your teams with the knowledge they need to succeed. Explore more features and increase adoption with our add-on training packages.

[BOOK ADD-ON SESSIONS](#)

GOOGLE EDITORS



Docs Productivity:

- Template gallery
- Suggestions
- Explore
- Headings
- Version history
- Approvals
- Compare documents

Sheets Productivity:

- Filter views
- Functions and macros
- Conditional formatting
- Data validation
- Column stats and data clean-up
- Pivot tables
- Explore

Slides Productivity:

- Theme builder
- Inserting objects
- Transitions and animations
- Speaker notes
- Explore
- Presenter view

Forms Productivity:

- Creating a form or quiz
- Adding questions and sections
- Submitting a form
- Responses
- Linking a form with a spreadsheet

Sites Productivity:

- Creating a site
- Inserting content into a site
- Setting a theme
- Managing settings
- Sharing and publishing a site

SPECIFIC WAYS OF WORKING



EA/PA Ways of Working:

- Account delegation for both mail and calendar
- Hints and tips to better manage multiple accounts

Mobile working:

- Setting up your mobile
- Work profiles
- Device policy
- Mobile apps

ChromeOS:

- Login and updates
- Device settings
- Browser settings
- Performance and security best practices

Collaborative Inboxes:

- Accessing Google Groups
- Managing conversations
- Actions and assigning
- Group and member settings

COMMUNICATION TOOLS



Mail management:

- Keeping a tidy inbox
- Composing emails
- Settings for efficiency
- Add-ons

Meet Productivity:

- Recording and transcripts
- Polls and Q&A
- Captions
- Meet settings
- Live streaming

[FIND OUT MORE](#)

BESPOKE TRAINING SOLUTIONS

Guarantee Google Workspace success from day one with our bespoke training programmes, train-the-trainer and Google Champions. Lean on networks in your organisation to boost adoption and support new starters.

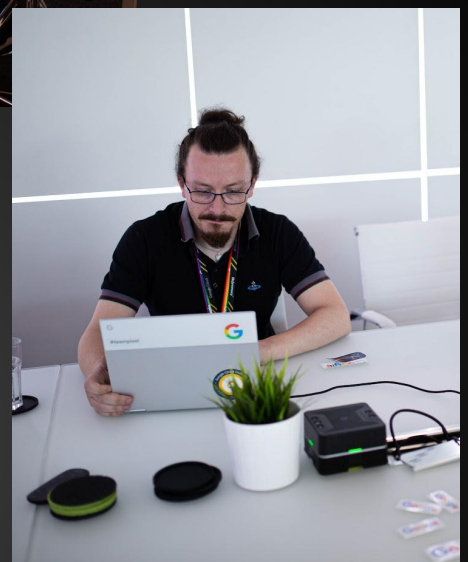
[ENQUIRE TODAY](#)

WHY NETPREMACY?

Extend your team. Far from implementing a solution and leaving it with you, we'll give you the tools you need to achieve your vision and goals. Our fun, friendly and engaging trainers will work alongside you and your team to expand knowledge and ensure you maximise ROI for your tech investment.

Elevate your business to the next level. From upskilling your team to showing you how to apply the latest tech innovations to drive your vision forward, our Change Management and Training teams are always on hand to help optimise ROI on your tech spend and push you to your next level.

Google obsessives. Our dedicated training team are Google evangelists through and through, and they constantly upskill themselves to deliver successful training time after time to our customers.

[CONTACT US](#)