



OFFICE PRODUCTIVITY SKILLS TRAINING PROGRAMMES



Scan
To download
Programme
Details

Equip yourself with in-demand skills in data analytics, Microsoft 365 Applications, Power BI, Workplace Digital skills and many other related courses to build a strong foundation for career advancement and boosts your workplace productivity.



Register Now!



OPS 101: MICROSOFT OFFICE: SUITE WORD, EXCEL, POWERPOINT

This comprehensive program covers the core functionalities of Microsoft Office Suite, focusing on Word, Excel, and PowerPoint. Participants will learn to create professional documents, analyse data, and develop engaging presentations. Hands-on exercises will build proficiency, enabling attendees to utilize these tools effectively for business communication and reporting.

DATE	FEES
04 - 06 JUN	2,700
01 - 03 DEC	2,700

OPS 105: DATA ANALYSIS WITH MS EXCEL

This course focuses on data analysis techniques using Microsoft Excel. Participants will learn to manipulate data, perform statistical analyses, and create informative visualizations. Through practical exercises, attendees will develop skills to interpret data trends and make informed decisions, enhancing their analytical capabilities in the workplace.

DATE	FEES
29 - 31 JAN	2,700
21 - 23 JUL	2,700

OPS 102: MICROSOFT OFFICE 365 - APPLICATIONS

This program explores the applications and features of Microsoft Office 365. Participants will learn to collaborate effectively using tools like Teams, OneDrive, and SharePoint. Interactive sessions will cover cloud-based functionalities, enhancing productivity and teamwork in remote and hybrid work environments.

DATE	FEES
05 - 07 FEB	2,700
09 - 11 JUL	2,700

OPS 103: MICROSOFT EXCEL (BASIC, INTERMEDIATE & ADVANCED)

This course provides a solid foundation in Microsoft Excel, covering both basic and intermediate functions. Participants will learn to create spreadsheets, use formulas, and analyse data. Through hands-on practice, attendees will enhance their Excel skills, enabling them to manage data efficiently and perform calculations with confidence.

DATE	FEES
17 - 19 FEB	2,700
06 - 08 AUG	2,700

OPS 104: WORKING WITH MICROSOFT POWER BI

This training program introduces participants to Microsoft Power BI for data visualization and business intelligence. Attendees will learn to connect data sources, create interactive dashboards, and share insights. Practical exercises will equip participants with the skills to transform raw data into meaningful visual representations, facilitating informed decision-making.

DATE	FEES
03 - 05 MAR	2,500
13 - 15 AUG	2,500

OPS 108: DATA ANALYTICS USING POWER BI

This program delves into advanced data analytics using Power BI. Participants will learn to analyse large datasets, create complex visualizations, and derive actionable insights. Through practical exercises, attendees will gain expertise in using Power BI to inform strategic business decisions and improve operational efficiency.

DATE	FEES
02 - 04 APR	2,500
22 - 24 OCT	2,500

OPS 107: MASTERING DIGITALS SKILLS AT WORKPLACE

This course focuses on essential digital skills for today's workplace. Participants will learn about digital tools, online collaboration, and effective communication strategies. Through hands-on activities, attendees will develop competencies in utilizing technology to enhance productivity, drive innovation, and adapt to the evolving digital landscape.

DATE	FEES
12 - 14 MAR	2,500
10 - 12 SEP	2,500

OPS 109: DATA ANALYSIS AND VISUALIZATION

This course covers key concepts in data analysis and visualization techniques. Participants will learn to interpret data, identify trends, and present findings visually. Through hands-on projects, attendees will develop skills in various tools and methodologies, enabling them to communicate insights effectively to stakeholders.

DATE	FEES
22 - 24 APR	2,500
24 - 26 SEP	2,500

OPS 110: DIGITAL TRANSFORMATION AND INNOVATION

This program explores the principles of digital transformation and its impact on business innovation. Participants will learn strategies to leverage technology for process improvement and competitive advantage. Through case studies, attendees will gain insights into creating a culture of innovation and driving successful digital initiatives within their organizations.

DATE	FEES
14 - 16 MAY	2,500
24 - 26 NOV	2,500





CONTACT US



<https://jpcannassociates.com>



info@jpcannassociates.com



+233 501 335 818



+233 302 267 538
+233 302 242 573



+233 241 121 761

JPCann Associates Group
#58 Nsawam Road Kokomlemle
Accra, Ghana



JPCann Associates