

AAL Continuing Education Annual Report 2021-22

Theme: Adjusting to Changes in Communication

Members:

Jasmine Clark (Chair)

Sarah Jones (vice-chair)

Adam Shambaugh

Title: Microsoft Training

Date, time: April 1, 1:30-3:00

Facilitator: In this 1h30 session, you will learn:

- Practical tips on using the powerful features of Microsoft 365 effectively on any device to make a difference in the way you work.
- To organize a new collaborative mindset - shift from siloed apps to a single lens into all of your activities.
- Learn how to get better results from your software, get out of your comfort zone and help you distinguish yourself as a Power user with the uncanny ability to get things done for yourself, your Team, and your company.

The training provided an overview of the various tools Microsoft 365 offers. There were also tips for how to work from home comfortably. There were 57 Registrants total.