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To whom it may concern

Subject: **Invitation to participate in Office 365 online training courses and webinars**

Dear Colleagues

The Branch: *El's Digital Learning Centre* invites you to participate in our Office 365 online training courses and webinars.

In order to work smarter, we need to embrace the advantages of real-time cloud computing and online collaboration which are the key elements for the new workplace of the 4th industrial dispensation.

The following learning opportunities are available:

Online course offerings:

MS Teams (self-paced)



MS OneDrive (self-paced)



MS Planner (self-paced)



Webinars:



You will benefit from the above courses and webinars in the following ways:

- You will have access to documents, communication, mobility as well as team collaboration from virtually anywhere, and on any device at any time.
- You will be enabled to immediately step into a digital cloud environment and begin using new acquired skills in real time.
- A flexi-model approach is followed which is not location bound and which allows for self-paced learning.
- A digital certificate of completion will be issued on completion of each course or webinar.

The following link will take you to the *Branch: EI Digital Learning Centre's* website:

<https://icttraining.westerncape.gov.za/moodle>

To view or download the booking instructions manual please click on the link below:

<https://icttraining.westerncape.gov.za/moodle/pdf/BookingInstructions.pdf>

Kindest regards



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