



MFE-IT

Reference: AD/EN/GW

Google Workspace Training Course

Master Gmail, Drive, Docs and Meet for Everyday Teamwork

Duration: 2 Days | Hours: 12 h

Remote · Sessions guaranteed from 1 registrant · 60% hands-on practice

DESCRIPTION

Google Workspace is a complete cloud collaboration suite combining Gmail, Drive, Docs, Sheets, Slides, Meet, Chat and Calendar. Adopted by millions of organisations worldwide, it shines for real-time collaboration and ease of use — but most users only scratch the surface of what each tool can do.

This Google Workspace training course will help you develop the right collaborative habits in the Google environment. Through practical examples, you will learn to organise your files in Drive, master Gmail efficiency, co-edit Docs and Sheets in real time, run Meet calls effectively and use Calendar to structure your weeks. The aim is concrete autonomy, not theory.

LEARNING OBJECTIVES

By the end of this training course, participants will be able to:

- Master the Gmail interface, filters, labels, searches and integrations
- Organise files with Google Drive (shared folders, access, versioning)
- Create, co-edit and comment in Google Docs, Sheets and Slides
- Use Google Meet for effective remote meetings
- Manage your calendar, notifications and tasks (Google Calendar and Tasks)
- Collaborate in real time and remotely without losing efficiency

PREREQUISITES

- Comfortable using a web browser
- No technical prerequisites required
- Already use Google Workspace or be in the process of migrating

Because each participant is unique, a personalised interview is systematically organised in advance with our expert to design a training programme perfectly aligned with their objectives, level and professional challenges.

TARGET AUDIENCE

Employees, support functions, project managers and hybrid teams looking to gain digital autonomy with the Google ecosystem.

DETAILED PROGRAMME

The training alternates between theoretical input and hands-on practice (approximately 60% of the time). Modules are built around practical exercises based on real-world business use cases.

Module 1 – Gmail and Email Management

- Automatic sorting with filters and labels
- Advanced search operators and saved searches
- Signatures, notifications and personal organisation

Module 2 – Google Drive and File Sharing

- Files vs folders, My Drive vs Shared Drives
- Access rights, link sharing and external collaboration
- Synchronisation, versions and quick search

Module 3 – Google Docs, Sheets and Slides

- Creation and real-time co-editing
- Comments, suggestions and editorial workflow
- Templates and Microsoft Office compatibility

Module 4 – Google Meet and Real-Time Communication

- Scheduling and joining meetings
- Screen sharing, recording and breakout rooms
- Best practices for effective video meetings

Module 5 – Productivity and Organisation

- Google Calendar: planning and shared agendas
- Tasks, reminders and integration with Gmail
- Weekly planning and notification management

Module 6 – Collaboration Best Practices

- Reducing internal email through Drive and Chat
- Hybrid and remote work patterns
- Real-life scenarios: HR, project, client portal

TEACHING METHODS

Format and Delivery

The training is delivered remotely via an interactive virtual classroom. It can also be delivered on-site, with content customised to match the needs of your professional project. The theory/practice split is approximately 40%/60%.

MFE-IT Ultra-Personalised Format

Each session accommodates between 1 and 3 participants, ensuring highly individualised support. A preliminary interview allows us to tailor the content to each participant's profile. Inter-company sessions are guaranteed from just 1 registrant (except in cases of force majeure).

Skills Assessment

Throughout the training, the trainer assesses participant progress through multiple-choice questions, role-playing exercises and hands-on work. At the end, a certificate of achievement is issued to each participant.

Post-Training Support

For one month following the training, each participant can contact MFE-IT trainers with questions about implementing acquired knowledge. A response is provided by email or telephone within 48 working hours.

Accessibility

MFE-IT is committed to welcoming people with disabilities. Contact: contact@mfe-it.com.

PRACTICAL INFORMATION

Trainer Resources

- Structured demonstrations aligned with the detailed programme
- Exercise briefs and solutions throughout the training
- A ready-to-use technical environment for practical workshops
- Trainer validation of acquired knowledge at the end of each workshop
- Digital reference documents

Certification and Validation

At the end of the training, a certificate is sent by email specifying the objectives, nature, duration and assessment results. A completion certificate can also be provided on request.

Benefits for Participants

- Train from your workplace or home, with no travel required
- Benefit from an expert trainer-consultant on the subject
- Enjoy an ultra-personalised format (1 to 3 participants)
- Continue training even in the event of unforeseen circumstances

Benefits for the Organisation

- Optimise the training budget by reducing travel and accommodation costs
- Offer quality training to all employees, regardless of location
- Reduce absence time linked to travel
- Support team upskilling in all contexts