



GET MORE **TIME**  
AND **PRODUCTIVITY**  
OUT OF YOUR DAY  
*with technology!*



ONENOTE



OUTLOOK



TEAMS



EXCEL



GOOGLE  
WORKSPACE



INTRODUCTION  
TO OFFICE 365



INTRODUCTION  
TO ONEDRIVE  
& SHAREPOINT



CYBERSECURITY



EFFICIENT  
LIKE A PRO



IPHONE



HERE'S  
HOW TO  
GET BACK

**2**hours  
PER  
**DAY!**

*Like a Pro*



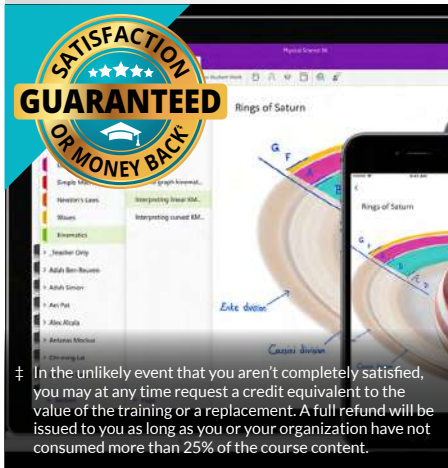
‡ See details inside.

# ONENOTE

*Like a Pro*

## MISSION

Master **25 OneNote functions**, improve your note-taking and integrate notes with other tech tools.



**You'll benefit from this training if:**

- You find it difficult to organize your ideas.
- You have little note-taking experience.
- Your notes lack structure, making it difficult to find information easily.
- You want to eliminate paper usage.

**Training takeaways:**

- Mastery of *OneNote*.
- Peace of mind knowing that all essential information is at your fingertips.
- Manage meetings seamlessly with little effort for follow-ups and reminders.

**Satisfaction Guaranteed or Money Back**

‡ In the unlikely event that you aren't completely satisfied, you may at any time request a credit equivalent to the value of the training or a replacement. A full refund will be issued to you as long as you or your organization have not consumed more than 25% of the course content.

## PRICE LIST (per participant)



[Click here for a training preview](#)

TRAINING TYPES	Hybrid Package (trainer + video capsules)
Unlimited access to the platform in the form of self-directed online learning videos and exercises on <i>OneNote</i> *	✓ Subscription valid for one year*
Number of accompanying video capsules	23
Total duration of video capsules	2:30
Live group training via webconference or, if desired, in person with a certified trainer**	✓
Number of workshops with trainer	2
Duration of each workshop	90 minutes
<b>Public Training</b>	
<b>Training Code</b>	<b>MS-ONENOTE-HY-PU-EN</b>
■ 1 to 4 participants	\$197.00
■ 5 to 19 participants	\$177.00
■ 20 to 49 participants	\$158.00
■ 50 +	Contact us!
<b>Private Training</b>	
<b>Training Code</b>	<b>MS-ONENOTE-HY-PR-EN</b>
■ 1 to 7 participants	Not available
■ 8 to 19 participants	\$267.00
■ 20 to 49 participants	\$238.00
■ 50 +	Contact us!

\* Based on duration and user registration.

\*\* Travel expenses may be applicable. Contact us for further information.

*Learn Like a Pro!*

This training will forever change the way I work with the Office Suite of products.

– **David Bergeron**  
RETAIL DIRECTOR, SOBEYS

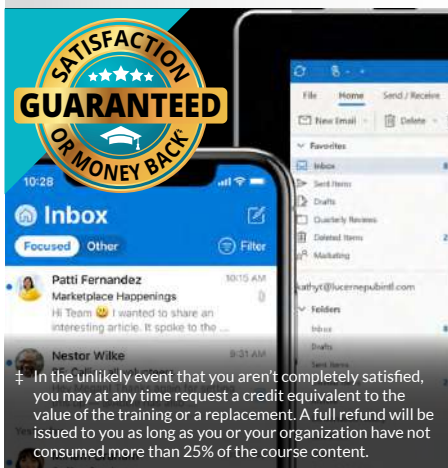


# OUTLOOK

*Like a Pro*

## MISSION

Reclaim 1 hour/day by implementing an effective communication hub that makes email organization, task completion, and scheduling seamless.



You'll benefit from this training if:

- Your email inbox overwhelms you.
- You often miss important deadlines and follow-ups
- You regularly update your calendar and still forget tasks
- You work overtime to keep up with requests.
- You feel lost and unproductive by the end of the day.
- You experience discord between your best intentions and results.

Training takeaways:

- Control of your inbox and calendar.
- An unparalleled level of comfort with *Outlook*.
- A simple and effective dashboard that helps you manage your time, budget, and productivity levels.
- A mastery of task priority management.

In the unlikely event that you aren't completely satisfied, you may at any time request a credit equivalent to the value of the training or a replacement. A full refund will be issued to you as long as you or your organization have not consumed more than 25% of the course content.

## PRICE LIST (per participant)



[Click here for a training preview](#)

TRAINING TYPES	Hybrid Package (trainer + video capsules)
Unlimited access to the platform in the form of self-directed online learning videos and exercises on <i>Outlook</i> *	✓ Subscription valid for one year*
Number of accompanying videos	52
Total duration of video capsules	4:30
Live group training via webconference or, if desired, in person with a certified trainer**	✓
Number of workshops with trainer	3
Duration of each workshop	90 minutes
<b>Public Training</b>	
<b>Training Code</b>	<b>MS-OUTLOOK-HY-PU-EN</b>
■ 1 to 4 participants	\$347.00
■ 5 to 19 participants	\$312.00
■ 20 to 49 participants	\$278.00
■ 50 +	Contact us!
<b>Private Training</b>	
<b>Training Code</b>	<b>MS-OUTLOOK-HY-PR-EN</b>
■ 1 to 7 participants	Not available
■ 8 to 19 participants	\$447.00
■ 20 to 49 participants	\$398.00
■ 50 +	Contact us!

\* Based on duration and user registration.

\*\* Travel expenses may be applicable. Contact us for further information.

*Train Like a Pro!*

I attended a "Like a Pro" Outlook presentation and found that it helped my organization with time management dramatically. We also appreciated the trainer's humor and casual and friendly style; this put the group at ease. I highly recommend their training programs.

– **Kevorg M. Meterissian**  
PRINCIPAL DIRECTOR OF OPERATIONS,  
GROUPE MACH



# TEAMS

*Like a Pro*

## MISSION

Create and organize your collaboration spaces in a useful and efficient way and reduce internal emails by at least 30%.



You'll benefit from this training if:

- You're unsure about the value of using Teams.
- You want to increase team collaboration.
- You want to drastically reduce unnecessary work emails.
- You and your team are planning a Microsoft 365 Teams deployment.
- You want to drive user adoption of Teams.

Training takeaways:

- An unparalleled level of comfort with Teams.
- A powerful, easy-to-use collaboration hub.
- A higher adoption rate of Teams by your team members.
- A leaner, more manageable email inbox.
- Knowledge of the best practices for leveraging Teams' value.
- Increased confidence in the security of your data.

‡ In the unlikely event that you aren't completely satisfied, you may at any time request a credit equivalent to the value of the training or a replacement. A full refund will be issued to you as long as you or your organization have not consumed more than 25% of the course content.

## PRICE LIST (per participant)



[Click here for a training preview](#)

TRAINING TYPES	Hybrid Package (trainer + video capsules)
Unlimited access to the platform in the form of self-directed online learning videos and exercises on Teams*	✓ Subscription valid for one year*
Number of accompanying videos	37
Total duration of video capsules	3:30
Live group training via webconference or, if desired, in person with a certified trainer**	✓
Number of workshops with trainer	2
Duration of each workshop	90 minutes
<b>Public Training</b>	
<b>Training Code</b>	<b>MS-TEAMS-HY-PU-EN</b>
■ 1 to 4 participants	\$197.00
■ 5 to 19 participants	\$177.00
■ 20 to 49 participants	\$158.00
■ 50 +	Contact us!
<b>Private Training</b>	
<b>Training Code</b>	<b>MS-TEAMS-HY-PR-EN</b>
■ 1 to 7 participants	Not available
■ 8 to 19 participants	\$267.00
■ 20 to 49 participants	\$238.00
■ 50 +	Contact us!

\* Based on duration and user registration.

\*\* Travel expenses may be applicable. Contact us for further information.

*Collaborate Like a Pro!*

I highly recommend Millenium Micro Academy's Teams training to anyone that is looking to improve their productivity with the Microsoft Office suite. I've been using the Microsoft suite since forever and again, during my last training, I discovered and integrated new methods and tools that I now use daily.

– Benoit Marleau  
OWNER, IMPACT CFO



# EXCEL

*Like a Pro*

## MISSION

Learn or remember **the basics of this powerful tool**.  
Reduce your research time, questions, and pitfalls.  
Improve your tables, reports, and overall organization.



**You'll benefit from this training if:**

- You want to use *Excel* easily and efficiently.
- You are a long-time *Excel* user and want to refresh your knowledge.
- You are using large and inefficient *Excel* files, but don't know how to improve them.

**Training takeaways:**

- Quickly understand and apply many of *Excel*'s exciting features.
- Work more accurately and build increasingly professional files.
- Simplify and automate repetitive tasks.

‡ In the unlikely event that you aren't completely satisfied, you may at any time request a credit equivalent to the value of the training or a replacement. A full refund will be issued to you as long as you or your organization have not consumed more than 25% of the course content.

## PRICE LIST (per participant)



[Click here for a training preview](#)

### TRAINING TYPES — EXCEL LEVEL 1: MODULES 1 TO 4

#### Module 1: Discover the *Excel* interface

- Startup, interface, and vocabulary
- Ribbon, data entry, and formats
- Select, insert, delete
- Cell formatting
- The status bar and saving

#### Module 2: Basic formulas and functions

- Introduction to references
- Introduction to formulas
- Introduction to functions:
  - SUM()
  - AVERAGE()
  - MIN() et MAX()
  - ROUNDUP()
  - NB()
- Verification tools
- Error messages

#### Module 3: Data management

- Notes and comments
- Copy and increment
- Relative and absolute references
- Copy and paste
- Find and replace
- Sorts and filters
- The *Plan* and *Subtotal* tools

#### Module 4: Layout and protections

- Layout
- Display
- Protection of the workbook & sheets
- Spreadsheet management
- Options and quick access toolbar



CONTINUED ON NEXT PAGE »

# EXCEL

*Like a Pro*

## MISSION

Learn or remember **the basics of this powerful tool.**  
Reduce your research time, questions, and pitfalls.  
Improve your tables, reports, and overall organization.

### PRICE LIST (per participant)



[Click here for a training preview](#)

TRAINING TYPES	Hybrid Package (trainer + video capsules)
Unlimited access to the platform in the form of self-directed online learning video clips and exercises on Excel*	✓ Subscription valid for one year*
Number of accompanying videos	31
Total duration of video capsules	4:00
Live group training via webconference or, if desired, in person with a certified trainer**	✓
Number of workshops with trainer	2
Duration of each workshop	90 minutes
<b>Public Training</b>	
<b>Training Code</b>	<b>MS-EXC-L1-HY-PU-EN</b>
■ 1 to 4 participants	\$197.00
■ 5 to 19 participants	\$177.00
■ 20 to 49 participants	\$158.00
■ 50 +	Contact us!
<b>Private Training</b>	
<b>Training Code</b>	<b>MS-EXC-L1-HY-PR-EN</b>
■ 1 to 7 participants	Not available
■ 8 to 19 participants	\$267.00
■ 20 to 49 participants	\$238.00
■ 50 +	Contact us!
<b>COMBO Excel level 1 and level 2</b> (4 workshops of 90 minutes + 56 video capsules of 9 hours)	<b>Hybrid Package</b>
<b>Public Training</b>	
<b>Training Code</b>	<b>MS-EXC-L1L2-HY-PU-EN</b>
■ 1 to 4 participants	\$497.00
■ 5 to 19 participants	\$447.00
■ 20 to 49 participants	\$398.00
■ 50 +	Contact us!
<b>COMBO Excel level 1 and level 2</b> (4 workshops of 90 minutes + 56 video capsules of 9 hours)	<b>Hybrid Package</b>
<b>Private Training</b>	
<b>Training Code</b>	<b>MS-EXC-L1L2-HY-PR-EN</b>
■ 1 to 7 participants	Not available
■ 8 to 19 participants	\$537.00
■ 20 to 49 participants	\$478.00
■ 50 +	Contact us!

\* Based on duration and user registration.

\*\* Travel expenses may be applicable. Contact us for further information.

# EXCEL

*Like a Pro*

## MISSION

Learn concepts and analytics tools that will be essential to you throughout your *Excel* use.



**You'll benefit from this training if:**

- You want to deepen your *Excel* knowledge.
- You want to improve your organization's work structure.
- You wish to improve all presentations and sales proposals.

**Training takeaways:**

- Quickly understand and apply many advanced *Excel* functions.
- Find ways to automate many formulas that greatly simplify your desired results in *Excel*.
- Quickly understand what's not working – and fix it.
- Become the go-to *Excel* master at work.

## PRICE LIST (per participant)



[Click here for a training preview](#)

### TRAINING TYPES — EXCEL LEVEL 2: MODULES 1 TO 4

#### Module 1: The interface

- Mixed references
- References and data organization
- Number formats vs. data formats
- Convert tool
- Dates (part 1-2-3)
- Names

#### Module 3: Essential functions

- NB.SI(): part 1
- NB.SI(): part 2
- SEARCH(): part 1
- SEARCH(): part 2
- SUM.IFS.ENS(): part 1
- SUM.IFS.ENS(): part 2

#### Module 2: Essential concepts

- Essential concepts
- Mixed references
- References: organize your data
- Number formats vs data formats
- Convert tool
- Work with dates
- References: use names

#### Module 4: Pivot tables and graphics

- DBT: the basics
- TCD: sorting and filters
- TCD: calculation options
- Simple graphics
- Complex graphics



CONTINUED ON NEXT PAGE »

## PRICE LIST (per participant)

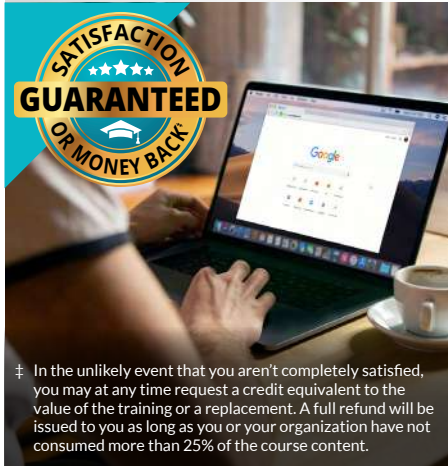


[Click here for a training preview](#)

TRAINING TYPES	Hybrid Package (trainer + video capsules)
Unlimited access to the platform in the form of self-directed online learning video clips and exercises on Excel*	✓ Subscription valid for one year*
Number of accompanying videos	27
Total duration of video capsules	5:00
Live group training either via webconference or, if desired, in person with a certified trainer**	✓
Number of workshops with trainer	2
Duration of each workshop	90 minutes
<b>Public Training</b>	
<b>Training Code</b>	<b>MS-EXC-L2-HY-PU-EN</b>
■ 1 to 4 participants	\$297.00
■ 5 to 19 participants	\$267.00
■ 20 to 49 participants	\$238.00
■ 50 +	Contact us!
<b>Private Training</b>	
<b>Training Code</b>	<b>MS-EXC-L2-HY-PR-EN</b>
■ 1 to 7 participants	Not available
■ 8 to 19 participants	\$357.00
■ 20 to 49 participants	\$318.00
■ 50 +	Contact us!
<b>COMBO Excel level 1 and level 2</b> (4 workshops of 90 minutes + 56 video capsules of 9 hours)	<b>Hybrid Package</b>
<b>Public Training</b>	
<b>Training Code</b>	<b>MS-EXC-L1L2-HY-PU-EN</b>
■ 1 to 4 participants	\$497.00
■ 5 to 19 participants	\$447.00
■ 20 to 49 participants	\$398.00
■ 50 +	Contact us!
<b>COMBO Excel level 1 and level 2</b> (4 workshops of 90 minutes + 56 video capsules of 9 hours)	<b>Hybrid Package</b>
<b>Private Training</b>	
<b>Training Code</b>	<b>MS-EXC-L1L2-HY-PR-EN</b>
■ 1 to 7 participants	Not available
■ 8 to 19 participants	\$537.00
■ 20 to 49 participants	\$478.00
■ 50 +	Contact us!

\* Based on duration and user registration.

\*\* Travel expenses may be applicable. Contact us for further information.



**You'll benefit from this training if:**

- You've been looking for effective training on Google's many features for a while now.
- You don't currently leverage *Google Workspace* as much as you know you could.
- You don't have a method for follow-ups in *Google Task*.
- You have trouble organizing your work with *Google Calendar*.
- Your *Gmail* inbox is overflowing, unorganized, and overwhelming.

**Training takeaways:**

- Be in control of your daily action sequence.
- Learn *Google Workspace* best practices.
- Establish continuity across all *Google* tools.
- Improve your schedule management in a quick and structured way.

‡ In the unlikely event that you aren't completely satisfied, you may at any time request a credit equivalent to the value of the training or a replacement. A full refund will be issued to you as long as you or your organization have not consumed more than 25% of the course content.

## PRICE LIST (per participant)

### GOOGLE – GMAIL

At the end of this workshop, participants will be able to effectively manage their inbox. This will simplify their workflow and boost task production.

- Manage your emails more efficiently.
- Streamline your inbox workflow.
- Know all the best features.



TRAINING TYPES	Package with Trainer
Live group training via webconference or, if desired, in person with a certified trainer**	✓
Number of workshops with trainer	1
Duration of each workshop	90 minutes
<b>Public Training</b>	
<b>Training Code</b>	<b>GO-GMAIL-TR-PU-EN</b>
■ 1 to 4 participants	\$147.00
■ 5 to 19 participants	\$132.00
■ 20 to 49 participants	\$118.00
■ 50 +	Contact us!
<b>Private Training</b>	
<b>Training Code</b>	<b>GO-GMAIL-TR-PR-EN</b>
■ 1 to 7 participants	Not available
■ 8 to 19 participants	\$177.00
■ 20 to 49 participants	\$158.00
■ 50 +	Contact us!

\*\* Travel expenses may be applicable. Contact us for further information.

CONTINUED ON NEXT PAGE »

## PRICE LIST (per participant)

### GOOGLE – DRIVE

At the end of this workshop, participants will have a clear and comprehensive understanding of the effectiveness of *Google Drive*.

- Set up your account.
- Understand the *Google* browser environment.
- Use your *Google Drive* more effectively.
- Differentiate between the different *Google* services and tools.



TRAINING TYPES	Package with Trainer
Live group training via webconference or, if desired, in person with a certified trainer**	✓
Number of workshops with trainer	1
Duration of each workshop	90 minutes
<b>Public Training</b>	
<b>Training Code</b>	<b>GO-DRIVE-TR-PU-EN</b>
■ 1 to 4 participants	\$97.00
■ 5 to 19 participants	\$87.00
■ 20 to 49 participants	\$78.00
■ 50 +	Contact us!
<b>Private Training</b>	
<b>Training Code</b>	<b>GO-DRIVE-TR-PR-EN</b>
■ 1 to 7 participants	Not available
■ 8 to 19 participants	\$132.00
■ 20 to 49 participants	\$118.00
■ 50 +	Contact us!

\*\* Travel expenses may be applicable. Contact us for further information.



CONTINUED ON NEXT PAGE »

### PRICE LIST (per participant)

#### GOOGLE – AGENDA & MEET

At the end of this workshop, participants will have a more complete understanding of the features of *Google Calendar* and *Google Meet*.

- Better manage *Google Calendar* items.
- Be more efficient in creating events and meetings.
- Understand the links between tasks and calendars.
- Use *Google Meet* with ease.



TRAINING TYPES	Package with Trainer
Live group training via webconference or, if desired, in person with a certified trainer**	✓
Number of workshops with trainer	1
Duration of each workshop	90 minutes
<b>Public Training</b>	
<b>Training Code</b>	<b>GO-AGMEET-TR-PU-EN</b>
■ 1 to 4 participants	\$147.00
■ 5 to 19 participants	\$132.00
■ 20 to 49 participants	\$118.00
■ 50 +	Contact us!
<b>Private Training</b>	
<b>Training Code</b>	<b>GO-AGMEET-TR-PR-EN</b>
■ 1 to 7 participants	Not available
■ 8 to 19 participants	\$177.00
■ 20 to 49 participants	\$158.00
■ 50 +	Contact us!

\*\* Travel expenses may be applicable. Contact us for further information.



CONTINUED ON NEXT PAGE »

## PRICE LIST (per participant)

### GOOGLE – TASK & KEEP

By the end of this workshop, participants will be comfortable using *Google Task* and *Keep*. They will learn how to centralize and share tasks and notes with members and will gain valuable time by streamlining *Task* and *Keep* usage.

- Streamline your workflow with *Google Task*.
- Prioritize action items and plan your time appropriately.
- Centralize and share your notes and ideas with *Google Keep*.



TRAINING TYPES	Package with Trainer
Live group training via webconference or, if desired, in person with a certified trainer**	✓
Number of workshops with trainer	1
Duration of each workshop	90 minutes
<b>Public Training</b>	
<b>Training Code</b>	<b>GO-TASKKEEP-TR-PU-EN</b>
1 to 4 participants	\$97.00
5 to 19 participants	\$87.00
20 to 49 participants	\$78.00
50 +	Contact us!
<b>Private Training</b>	
<b>Training Code</b>	<b>GO-TASKKEEP-TR-PR-EN</b>
1 to 7 participants	Not available
8 to 19 participants	\$132.00
20 to 49 participants	\$118.00
50 +	Contact us!

\*\* Travel expenses may be applicable. Contact us for further information.



CONTINUED ON NEXT PAGE »

### PRICE LIST (per participant)

#### GOOGLE – SLIDES

At the end of this workshop, participants will greatly increase the quality of their presentations.

- Master the important aspects of a dynamic presentation.
- Integrate all types of content into your slides.
- Create a presentation efficiently.



TRAINING TYPES	Package with Trainer
Live group training via webconference or, if desired, in person with a certified trainer**	✓
Number of workshops with trainer	1
Duration of each workshop	90 minutes
<b>Public Training</b>	
<b>Training Code</b>	<b>GO-SLIDES-TR-PU-EN</b>
■ 1 to 4 participants	\$97.00
■ 5 to 19 participants	\$87.00
■ 20 to 49 participants	\$78.00
■ 50 +	Contact us!
<b>Private Training</b>	
<b>Training Code</b>	<b>GO-SLIDES-TR-PR-EN</b>
■ 1 to 7 participants	Not available
■ 8 to 19 participants	\$132.00
■ 20 to 49 participants	\$118.00
■ 50 +	Contact us!

\*\* Travel expenses may be applicable. Contact us for further information.



CONTINUED ON NEXT PAGE »

## PRICE LIST (per participant)

### GOOGLE – SHEETS

By the end of this workshop, participants will have mastered the basics of this powerful tool. The four non-mandatory modules will solidify the foundation of your use and reduce your research time, questions, and pitfalls. Tables, reports, and overall organization will be improved.

- Master the essential concepts.
- Increase your comfort level.
- Operate in nearly all types of *Google Sheets* documents.



TRAINING TYPES	Package with Trainer
Live group training via webconference or, if desired, in person with a certified trainer**	✓
Number of workshops with trainer	3
Duration of each workshop	90 minutes
<b>Public Training</b>	
<b>Training Code</b>	<b>GO-SHEETS-TR-PU-EN</b>
■ 1 to 4 participants	\$147.00
■ 5 to 19 participants	\$132.00
■ 20 to 49 participants	\$118.00
■ 50 +	Contact us!
<b>Private Training</b>	
<b>Training Code</b>	<b>GO-SHEETS-TR-PR-EN</b>
■ 1 to 7 participants	Not available
■ 8 to 19 participants	\$177.00
■ 20 to 49 participants	\$158.00
■ 50 +	Contact us!

\*\* Travel expenses may be applicable. Contact us for further information.



# INTRODUCTION TO OFFICE 365 *Like a Pro*

## MISSION

Easily use the different applications of the **Microsoft 365 suite** and create a concrete strategy for implementing these tools.

**You'll benefit from this training if:**

- You are relatively new to the *Microsoft 365* suite and do not know all available applications or how to use them effectively.
- You want to increase team collaboration.
- You want to master the many collaboration benefits of *Microsoft 365*.

**Training takeaways:**

- Have an excellent comfort level with the *Microsoft 365* interface and understand its potential.
- Discover the basics of collaborating with *OneDrive* and *Sharepoint*.
- Have a higher rate of team member adoption.



‡ In the unlikely event that you aren't completely satisfied, you may at any time request a credit equivalent to the value of the training or a replacement. A full refund will be issued to you as long as you or your organization have not consumed more than 25% of the course content.

## PRICE LIST (per participant)

TRAINING TYPES	Hybrid Package (trainer + video capsules)
Unlimited access to the platform in the form of self-directed online learning videos and exercises on Introduction to <i>Office 365</i> *	✓ Subscription valid for one year*
Number of accompanying videos	15
Total duration of video capsules	2:30
Live group training via webconference or, if desired, in person with a certified trainer**	✓
Number of workshops with trainer	1
Duration of each workshop	90 minutes
<b>Public Training</b>	
<b>Training Code</b>	<b>MS-INOFF365-HY-PU-EN</b>
■ 1 to 4 participants	\$147.00
■ 5 to 19 participants	\$132.00
■ 20 to 49 participants	\$118.00
■ 50 +	Contact us!
<b>Private Training</b>	
<b>Training Code</b>	<b>MS-INOFF365-HY-PR-EN</b>
■ 1 to 7 participants	Not available
■ 8 to 19 participants	\$177.00
■ 20 to 49 participants	\$158.00
■ 50 +	Contact us!

\* Based on duration and user registration.

\*\* Travel expenses may be applicable. Contact us for further information.

# INTRODUCTION TO ONEDRIVE & SHAREPOINT *Like a Pro*

## MISSION

Successfully migrate from servers to *OneDrive* and *SharePoint*, understand the difference between the two tools, the 'cloud' world, and the relationship between *SharePoint* and *Teams*. Properly manage business documents in the *Microsoft 365* environment and start collaborating with your teams.



You'll benefit from this training if:

- You can't find your files easily.
- You have several versions of the same document in circulation.
- You have an overly complex and poorly organized architecture.
- You are wasting time and energy on things like document searching.
- You repeat the same actions continuously.

Training takeaways:

- Lighten your mailbox.
- Increased comfort with the *Microsoft 365* suite.
- Better document management and filing.

‡ In the unlikely event that you aren't completely satisfied, you may at any time request a credit equivalent to the value of the training or a replacement. A full refund will be issued to you as long as you or your organization have not consumed more than 25% of the course content.

## PRICE LIST (per participant)

TRAINING TYPES	Hybrid Package (trainer + video capsules)
Unlimited access to the platform in the form of self-directed online learning videos and exercises on Introduction to <i>OneDrive</i> & <i>Sharepoint</i> *	✓ Subscription valid for one year*
Number of accompanying videos	24
Total duration of video capsules	2:00
Live group training via webconference or, if desired, in person with a certified trainer**	✓
Number of workshops with trainer	1
Duration of each workshop	90 minutes
<b>Public Training</b>	
<b>Training Code</b>	<b>MS-ODSP-HY-PU-EN</b>
■ 1 to 4 participants	\$147.00
■ 5 to 19 participants	\$132.00
■ 20 to 49 participants	\$118.00
■ 50 +	Contact us!
<b>Private Training</b>	
<b>Training Code</b>	<b>MS-ODSP-HY-PR-EN</b>
■ 1 to 7 participants	Not available
■ 8 to 19 participants	\$177.00
■ 20 to 49 participants	\$158.00
■ 50 +	Contact us!

\* Based on duration and user registration.

\*\* Travel expenses may be applicable. Contact us for further information.

*Organize  
Like a Pro!*

When people move from server-based document management to *OneDrive/SharePoint*, they experience a change that can destabilize and confuse them. Indeed, these two universes are extremely different and require a structured learning process in order to maintain a high level of efficiency. The *Like a Pro* Microsoft training is just that – equipped with this training, the transition will feel seamless.

# CYBERSECURITY

*Like a Pro*

## MISSION

Identify attacks and discover the best practices  
to securely protect your data.



**You'll benefit  
from this  
training if:**

- You don't understand all the risks of web-surfing.
- You use a computer for work purposes.
- You want to help protect your company against cyber attacks.
- You are unsure about your organization's safety protocols.
- You want to be part of the solution, not the problem.

**Training  
takeaways:**

- Recognize the main types of attacks and how to protect yourself against them.
- Understand your role regarding cybersecurity.
- Learn best practices to adopt at home, in the workplace, and in public settings.
- Learn about password management and other valuable security tips.

‡ In the unlikely event that you aren't completely satisfied, you may at any time request a credit equivalent to the value of the training or a replacement. A full refund will be issued to you as long as you or your organization have not consumed more than 25% of the course content.

## PRICE LIST (per participant)



[Click here for a training preview](#)

TRAINING TYPES	Video capsules package
Unlimited access to the platform in the form of self-directed online learning videos and exercises on Cybersecurity*	✓ Subscription valid for one year*
Number of accompanying videos	21
Total duration of video capsules	2:05
<b>Training Code</b>	<b>CYBER-VD-EN</b>
■ 1 to 9 participants	\$97.00
■ 10 to 19 participants	\$87.00
■ 20 to 49 participants	\$78.00
■ 50 +	\$73.00

\* Based on duration and user registration.

*Secure  
Like a Pro!*

Robust cybersecurity practices are now essential. Cyber attacks are increasingly frequent and complex and everyone today is at risk. The question is not "if" but rather "when" an attack will occur. This course provides the foundation for the many steps that individuals and businesses should take to protect themselves from cyber attacks.

– Carl Paquin | PRESIDENT, MILLENIUM MICRO GROUP INC.



# EFFICIENT

*Like a Pro*

## MISSION

Reclaim **hours of efficiency every day** by mastering the key concepts of effective time management and technology tool use.



You'll benefit from this training if:

- You are short on time, which results in excessive stress.
- You lack energy and motivation.
- You find that your task efficiency is lacking.
- You feel powerless in the face of technological change.
- You have difficulty staying organized.
- You are overwhelmed.
- You have difficulty setting goals and achieving them.

Training takeaways:

- Clarify your professional trajectory.
- Understand the importance of quality focus time.
- Be in control of your calendar.
- Prioritize effectively; make time for what is important.

‡ In the unlikely event that you aren't completely satisfied, you may at any time request a credit equivalent to the value of the training or a replacement. A full refund will be issued to you as long as you or your organization have not consumed more than 25% of the course content.

## PRICE LIST (per participant)

### Module 1: Clarify your destination

- Increase (or rediscover!) your energy by developing a method to articulate your goals and objectives clearly, in turn reaching your desired destination more effectively.
- Establish the concrete difference between vision, mission, goal, objective, and task.
- Develop your ability to create quality goals and objectives with ease.
- Identify required actions and avoid feeling scattered and confused.
- Connect your daily actions and efforts to your professional and personal targets.

TRAINING TYPES	Hybrid Package (trainer + video capsules)
Unlimited access to the platform in the form of self-directed online learning videos and exercises on <i>Clarify your destination</i> *	✓ Subscription valid for one year*
Number of accompanying videos	3
Total duration of video capsules	30 minutes
Live group training via webconference or, if desired, in person with a certified trainer**	✓
Number of workshops with trainer	1
Duration of each workshop	120 minutes
<b>Public Training</b>	
<b>Training Code</b>	<b>EFFIC-CLAR-HY-PU-EN</b>
■ 1 to 4 participants	\$347.00
■ 5 to 19 participants	\$312.00
■ 20 to 49 participants	\$278.00
■ 50 +	Contact us!
<b>Private Training</b>	
<b>Training Code</b>	<b>EFFIC-CLAR-HY-PR-EN</b>
■ 1 to 7 participants	Not available
■ 8 to 19 participants	\$357.00
■ 20 to 49 participants	\$318.00
■ 50 +	Contact us!

\* Based on duration and user registration.

\*\* Travel expenses may be applicable. Contact us for further information.

CONTINUED ON NEXT PAGE »

### PRICE LIST (per participant)

#### Module 2: Be in control of your time

- Identify the pitfalls that prevent you from effectively controlling your schedule.
- Make the link between your objectives and time available.
- Integrate the concept of a “time budget” into your daily life identify the causes of procrastination.
- Reduce your time wasters and effectively distribute your energy.

TRAINING TYPES	Hybrid Package (trainer + video capsules)
Unlimited access to the platform in the form of self-directed online learning videos and exercises on <i>Clarify your destination*</i>	✓ Subscription valid for one year*
Number of accompanying videos	4
Total duration of video capsules	30 minutes
Live group training via webconference or, if desired, in person with a certified trainer**	✓
Number of workshops with trainer	1
Duration of each workshop	120 minutes
<b>Public Training</b>	
<b>Training Code</b>	<b>EFFIC-MA-HY-PU-EN</b>
■ 1 to 4 participants	\$347.00
■ 5 to 19 participants	\$312.00
■ 20 to 49 participants	\$278.00
■ 50 +	Contact us!
<b>Private Training</b>	
<b>Training Code</b>	<b>EFFIC-MA-HY-PR-EN</b>
■ 1 to 7 participants	Not available
■ 8 to 19 participants	\$357.00
■ 20 to 49 participants	\$318.00
■ 50 +	Contact us!

\* Based on duration and user registration.

\*\* Travel expenses may be applicable. Contact us for further information.



CONTINUED ON NEXT PAGE »

### PRICE LIST (per participant)

#### Module 3: Master technology

- Learn how to make strategic choices concerning your communication tools; clarify the tools necessary to be truly productive.
- Develop an effective sorting system to manage more without becoming overwhelmed.
- Increase your organization's efficiency with the tools already in use.
- Manage and minimize work interruptions.

TRAINING TYPES	Hybrid Package (trainer + video capsules)
Unlimited access to the platform in the form of self-directed online learning videos and exercises on <i>Master technology</i> *	✓ Subscription valid for one year*
Number of accompanying videos	3
Total duration of video capsules	30 minutes
Live group training via webconference or, if desired, in person with a certified trainer**	✓
Number of workshops with trainer	1
Duration of each workshop	120 minutes
<b>Public Training</b>	
<b>Training Code</b>	<b>EFFIC-TECH-HY-PU-EN</b>
■ 1 to 4 participants	\$347.00
■ 5 to 19 participants	\$312.00
■ 20 to 49 participants	\$278.00
■ 50 +	Contact us!
<b>Private Training</b>	
<b>Training Code</b>	<b>EFFIC-TECH-HY-PR-EN</b>
■ 1 to 7 participants	Not available
■ 8 to 19 participants	\$357.00
■ 20 to 49 participants	\$318.00
■ 50 +	Contact us!

COMPLETE TRAINING: MODULE 1, MODULE 2 AND MODULE 3	Hybrid Package
<b>Training Code</b>	<b>EFFIC-HY-PU-EN</b>
Live group training consisting of 5 workshops of 2 hours each (date to be determined), either webconference or, if desired, in person with a certified trainer*	✓
<b>Public Training</b>	
■ 1 to 4 participants	\$997.00
■ 5 to 19 participants	\$897.00
■ 20 to 49 participants	\$798.00
■ 50 +	Contact us!
<b>Private Training</b>	
■ 1 to 7 participants	Not available
■ 8 to 19 participants	\$1,347.00
■ 20 to 49 participants	\$1,198.00
■ 50 +	Contact us!

\* Based on duration and user registration.

\*\* Travel expenses may be applicable. Contact us for further information.

# IPHONE

*Like a Pro*

## MISSION

Discover and integrate **50 must-have iPhone** functions.



You'll benefit from this training if:

- You use an *iPhone* or an *iPad* and want to do more with your tool.
- You would like to improve the interaction between the *Office* suite and your device.
- You want to increase your efficiency with this technology and its applications.
- You want to discover all the secrets of your device.
- You need to find information faster at any time.
- You want your *iPhone* to be more compatible with office software.

Training takeaways:

- You will get a simple and understandable screen visual.
- You will finally navigate with ease in your *iPhone*.
- You will be in control of your daily sequence of actions.
- You'll know the best practices for working on the go.
- You'll save time by finding what you need at your fingertips.

‡ In the unlikely event that you aren't completely satisfied, you may at any time request a credit equivalent to the value of the training or a replacement. A full refund will be issued to you as long as you or your organization have not consumed more than 25% of the course content.

## PRICE LIST (per participant)



[Click here for a training preview](#)

TRAINING TYPES	Video capsules package
Unlimited access to the platform in the form of self-directed online learning video clips and exercises on <i>iPhone</i> *	✓ Subscription valid for one year*
Number of accompanying videos	15
Total duration of video capsules	1:30
<b>Training Code</b>	<b>IPHONE-VD-EN</b>
■ 1 to 4 participants	\$47.00
■ 5 to 19 participants	\$42.00
■ 20 to 49 participants	\$38.00
■ 50 +	Contact us!

\* Based on duration and user registration.

*Scroll Like a Pro!*

*I took the training and it's great! All my classes are now organized; I can take notes and easily share them. Overall, every question I had about my device was answered.*

– **Nassima Way** | REPORTER, CBC



## NEED MORE IN-DEPTH PRIVATE TRAINING?



**Private  
meeting and  
coaching  
with trainer**

- **\$197 per hour**  
Code: ONE-ONE-TR-PR-EN
- **Senior Coach Training: \$297 per hour**  
Code: ONE-ONE-SR-TR-PR-EN

**Corporate  
services**

- **Needs assessment**
- **Customized training**
- **15 to 90-minute conferences on topics related to efficiency**
- **Webinars or training lunches**

**Contact us now for a free evaluation of your needs!**



The Millenium Micro Group with its business partners and in collaboration with its affiliated merchants across Canada is excited to introduce our newest division – the Millenium Micro Academy (MMA). The Academy delivers a number of educational courses offered through professionally produced video capsules, video conference, or live sessions. At the outset, our course content focuses on the tools most used in both our personal and professional lives. We invite you to explore and challenge your learning. Many of our students have become so efficient with

Outlook that they have been able to save themselves hours over the course of a regular business day! On-line, via video conference, or with a live instructor, our courses and “like a pro” mantra will help to make you a master of the technology you use most often. Our courses are effectively produced, simple to follow and allow you to learn at your own pace. The instructors are passionate about their subjects and are able to teach using simple instruction and language. Helping, guiding, sharing, and hopefully teaching everyone to be more productive is what defines us!



‡ In the unlikely event that you aren't completely satisfied, you may at any time request a credit equivalent to the value of the training or a replacement. A full refund will be issued to you as long as you or your organization have not consumed more than 25% of the course content.