

## **Announcement: Online Training for UP Staff**

*March 26, 2020*

To All UP Staff,

To assist you in transitioning to online platforms during this time of global health emergency, please be informed that there will be online training sessions for all UP staff, designed to strengthen the Work-From-Home (WFH) capability of UP staff. The online sessions will be conducted via Zoom webinars and will start on Monday, 30 March 2020.

The online training sessions will cover the following topics:

- Google Apps for Work Office Productivity and Collaboration Tools
- Microsoft Office 365 Office Productivity and Collaboration Tools
- UP Document Tracking System (DTS)
- Exploring UP's Online Communication Channels
- Basic Information Security
- Privacy Tips and Awareness
- Tech Tips while on Remote Work

The schedule and descriptions of said webinars are found here:

<https://itdc.up.edu.ph/services/staff-training>

If you are interested in any of the training webinars, you may register by visiting <https://itdc.up.edu.ph/services/staff-training>. Webinar registration links will be made available on or before Friday (March 27).

Once your registration is confirmed, you will receive an email containing instructions on how you will be able to access the online training sessions. The sessions will be delivered using the Zoom webinar tool.

Should you have any questions or concerns on the matter, please do not hesitate to contact the training team at [trainings.itdc@up.edu.ph](mailto:trainings.itdc@up.edu.ph).

Thank you very much.