



Maximize Your Team's Productivity

In the fast-changing world of remote work, having up-to-date technical skills that align with what's in demand is crucial.

We can help you tailor customized online or onsite instructor-led Microsoft training for your team to build on their Excel, Word, and/or PowerPoint skills. These no-cost, high-impact courses are delivered by Microsoft Certified Trainers.

Learning opportunities include:

Excel in the Workplace

Help your staff streamline their day-to-day work as they prepare for the work of the future.

Let Word Work for You

Encourage your staff to learn how to create business documents, reports, budgets, proposals, and more.

Use PowerPoint Like a Pro

Streamline your team's communication efforts and take their presentations to the next level.

Contact your **Outreach Specialist** to discover how you can empower your employees with real-world skills for successful digital transformation.



**CONTACT YOUR OUTREACH
SPECIALIST AND GET STARTED**

manager.bhmt.org/outreach-specialists



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