



# MASTER YOUR DIGITAL SKILLS

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## Google tools to run your business more efficiently

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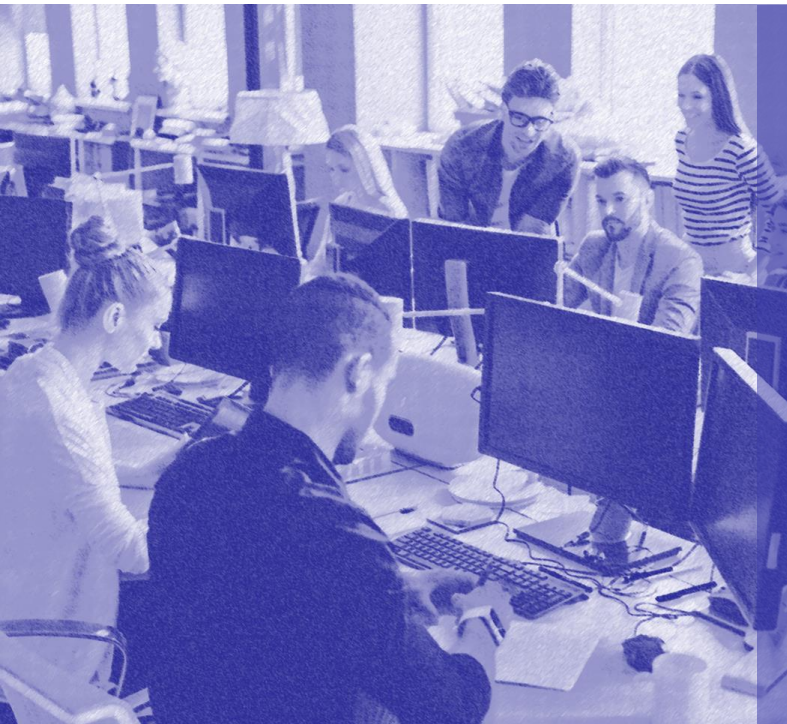
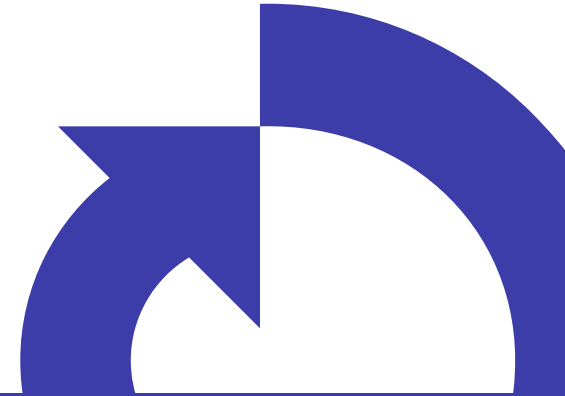
Christina Shailas  
Founder CEO of Gear Education  
Google for Education Partner



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# COURSE OVERVIEW

Learn how to boost your business with confidence by using user-friendly Google tools, such as Duet AI, Gmail, Calendar, Meet, Chat, Drive, and more, each designed to streamline your operations, enhance productivity, and foster seamless collaboration.



## OUR GOALS

1. Enhance entrepreneurs' and start-up founders' digital skills in the changing digital era.
2. Demonstrate accessible, user-friendly Google tools for streamlining their business workflow with practical examples.
3. Explore how businesses can access affordable tools to take their business to the next level.

# COURSE DESCRIPTION

This course is about using Google Workspace to enhance and streamline business workflow for you and your team. In addition, we will introduce how Duet AI, Google's AI-powered collaborator, lets organizations create, connect, and collaborate like never before.

## Main topics:

1. **Getting familiar with Google tools (Gmail, Calendar, Meet, Chat, Drive and more) and how they enhance productivity, organization and communication for your business.**
2. **In addition, we will introduce how Duet AI helps you write, visualize, organize, and much more.**
3. **Benefits of switching your business to Google Workspace.**
4. **Signing up for a free trial.**
5. **Verifying or getting a domain for your business.**

# COURSE INFO

<b>Location</b>	<b>Zoom platform</b>
<b>Date</b>	<b>21 February 2024</b>
<b>Time</b>	<b>16:00 – 19:00 CET (17:00 – 20:00 Cyprus time)</b>
<b>Duration</b>	<b>3 hours</b>
<b>Cost</b>	<b>Participation is fully funded by the European Union, under the Level Up Project</b>



# Christina Shailas

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Christina Shailas is an education technology specialist and Founder CEO of Gear Education, a Cyprus-based education technology firm offering consulting, technology solutions, technical services, and training to educational institutions and organizations. Amongst their noteworthy partnerships with industry leaders, Gear Education is Cyprus' first Google for Education partner. Christina is a Google for Education Certified Educator Level 2. Born and raised in New York City, Christina holds a Bachelor's degree from New York University (NYU) and a Master's degree from Columbia University.



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