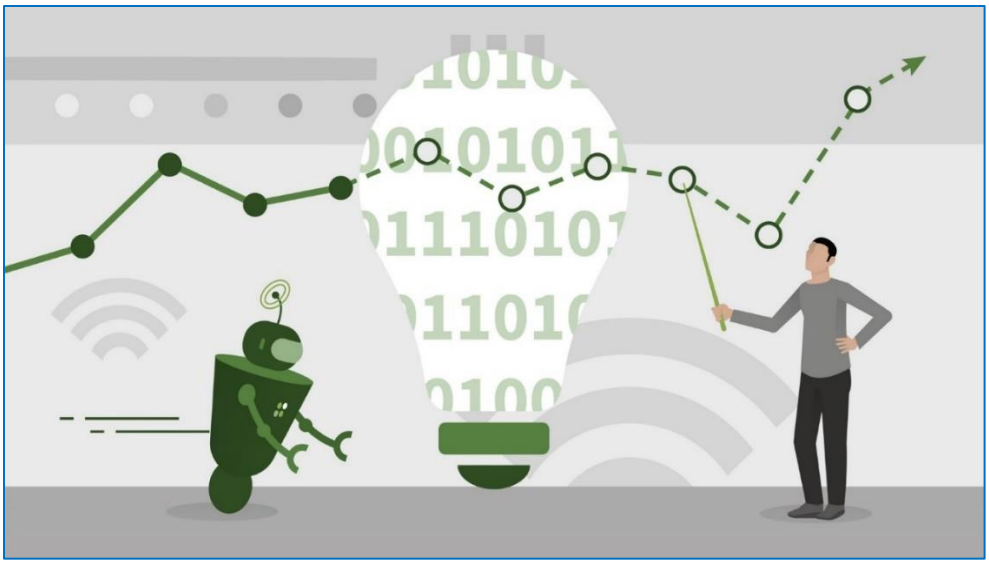


IT177-3D: Understanding and Contributing to Company's IT Strategy

Training Description:

In any company, the absence of a clear strategy can lead to places that no one could wish for. Not only in business, but also in IT, having a clear IT strategy can help us reach places that we haven't been to before. Unfortunately, things don't go always in a straight forward way. Not all employees understand that IT Strategy or they don't understand why it is there initially, and here the problems arise.

In this intensive training course, we will clearly identify what is an IT strategy and why it is really essential to have one and follow it. Moreover, we will understand the consequences of not contributing to the IT Strategy and to the success of the organization.

Training Objectives:

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

- ✓ Understand the Company IT Strategy
- ✓ Understand the process and ways to support and contribute to Company IT strategy
- ✓ Understand and practice how to perform opportunity analysis in order to evaluate respective automated systems against business requirements
- ✓ Recommend improvements to respective IT systems based on Business Requirements
- ✓ Understand available IT tools and promote their appropriate use
- ✓ Understand and have practiced examining the work outcomes of E-office tools, analyzing their efficiency and identify areas of improvement
- ✓ Have practiced evaluating the efficiency of utilization of the respective Company's reporting and business intelligence tools

Training Designed for:

This course is intended for all the employees in the company to understand the IT strategy at their premises and know how they can cooperate to make it work and contribute to make it a successful one.

Training Program:

DAY ONE:

- ❖ What is an IT Strategy?
- ❖ Why it is very important to have a clear IT Strategy
- ❖ Why all the employees need to understand and contribute to the IT Strategy
- ❖ What happens if employees don't understand and don't contribute to the success of the IT Strategy
- ❖ What are the drawbacks of not complying to the IT Strategy
- ❖ What are the various ways to support the IT Strategy
- ❖ What is an opportunity analysis? What is the difference between Opportunity Analysis and the SWOT analysis?
- ❖ What are the 5 steps that should be applied in Opportunity Analysis
- ❖ Why Opportunity Analysis is important for the IT Strategy
- ❖ What are Business Requirements? How to collect Business Requirements
- ❖ How to make sure that Business Requirements comply with our IT Strategy
- ❖ What is innovation? What is the difference between Innovation and Invention?

- How can we apply innovation to suggest improvements to current IT Systems
- How to use the new IT trends to suggest improvements to our systems
- How Artificial Intelligence and Machine Learning can help in improving IT systems
- What are the available IT tools at our organization
- What are the available IT tools that are used worldwide in any organization, and that can help in contributing to the IT Strategy
- How to know the exact usage of every IT tool
- How to do a priority analysis and usage analysis to match each IT tool with the need in our IT department

DAY TWO:

- What is Virtual Collaboration? What is the difference between Virtual Collaboration and E-Office
- What are the various E-Office Tools
- What are the tools that allow the employees to collaborate virtually and success with the work outcome
- What is the difference between Office 365 and Google Apps (Docs, Sheets, Slides, …)
- Which one gives me better efficiency at work
- How can two or more employees work together on the same document while each one is in his own office
- How can we get rid of sending the documents, back and forth, to each other and start sending document links instead, so whenever any update is implied on the document, it will be automatically updated to all the users
- What are the various ways to identify the areas of improvements with E-Office tools
- How can we make a comparison between the previous work style and the new E-Office style
- How can we make sure that the objectives of the E-Office are met
- How E-Office tools can help in contributing to the success of the IT Strategy

DAY THREE:

- What are Business Intelligence tools
- Why we don't use Microsoft Excel anymore and we should start using Business Intelligence tools
- What is the difference between Microsoft Power BI and Tableau
- What is Big Data? What is the difference between Data and Big Data
- What is the Business Intelligence tool that we use at our organization
- What are the steps that we follow in the data analysis process
- How to collect, clean, analyze and visualize data
- What are the various ways to generate reports and summarize data using dashboards
- How to evaluate the efficiency of the Business Intelligence tools
- How to evaluate whether the objectives from a Business Intelligence tool are met or not
- How Business Intelligence tools can help in contributing to the success of the IT Strategy
- Course Conclusion
- FINAL EXAMINATION and EVALUATION

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

This training course is available upon request in English or Arabic. Content, location and duration can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures, Concepts, Role Play
- 30% Workshops & Work Presentations, Techniques
- 20% Based on Case Studies & Practical Exercises
- 20% Videos, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Timings:

Daily Timings:

08:00 - 10:00	First Session
10:00 - 10:20	Recess
10:20 - 12:20	Second Session
(4hrs per day)	

For training registrations or in-house enquiries, please contact:
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Training & Career Development Department