

DIGITAL INNOVATION AND TRANSFORMATION | COURSE BROCHURE

Digital Workplace and Hybrid Collaboration Tools

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Hybrid work depends on digital tools for communication, collaboration and knowledge sharing, but tool overload and poor adoption often reduce productivity. This course helps managers and IT leaders design an effective digital workplace: choosing tools, setting team agreements, organising information, securing data and driving adoption.

The right tools used the wrong way create noise and burnout. You will learn how to build a digital workplace that helps people focus and collaborate.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Tool walkthroughs, team charter workshops, information architecture exercises and adoption campaign planning.

Course objectives

By the end of this course, participants will be able to:
• Define digital workplace goals and principles
• Select and integrate collaboration tools
• Create team agreements for hybrid collaboration
• Organise information and knowledge sharing
• Manage security and compliance in collaboration tools
• Drive adoption and measure productivity

Target audience

This course is suitable for:
• IT and digital workplace managers
• HR and internal communication professionals
• Team leaders of hybrid teams
• Knowledge management professionals
• Office and facilities managers



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Target competencies

Participants will develop competencies in:

- Collaboration design
- Change adoption
- Information management
- Team leadership
- Tool governance

Course outline

Day 1: The Digital Workplace

09:00–10:08	Hybrid work trends
10:08–11:00	Components of a digital workplace
11:00–11:30	**Coffee break**
11:30–11:45	Components of a digital workplace (continued)
11:45–12:53	Employee experience
12:53–14:00	Exercise: tool audit

Day 2: Collaboration Tools

09:00–10:08	Chat, meetings and documents
10:08–11:00	Integration and tool sprawl
11:00–11:30	**Coffee break**
11:30–11:45	Integration and tool sprawl (continued)
11:45–12:53	Choosing the right channel
12:53–14:00	Workshop: channel guidelines

Day 3: Team Practices

09:00–10:08	Team charters for hybrid work
10:08–11:00	Asynchronous collaboration
11:00–11:30	**Coffee break**



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11:30–11:45	Asynchronous collaboration (continued)
11:45–12:53	Meeting effectiveness
12:53–14:00	Exercise: team agreement

Day 4: Information and Security

09:00–10:08	Information architecture
10:08–11:00	Search and knowledge sharing
11:00–11:30	**Coffee break**
11:30–11:45	Search and knowledge sharing (continued)
11:45–12:53	Data protection in collaboration
12:53–14:00	Case study: data leak via sharing

Day 5: Adoption

09:00–10:08	Change and training plans
10:08–11:00	Champions networks
11:00–11:30	**Coffee break**
11:30–11:45	Champions networks (continued)
11:45–12:53	Measuring adoption
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
London Confirmed dates	16 Nov 2026	20 Nov 2026	**€2,450.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.–**
Barcelona Confirmed dates	7 Dec 2026	11 Dec 2026	**€2,840.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.–**
Kuala Lumpur Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,450.–**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,250.–**
Dubai Confirmed dates	25 Jan 2027	29 Jan 2027	**€3,150.–**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.–**
Cape Town Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,890.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.–**
London Confirmed dates	8 Mar 2027	12 Mar 2027	**€2,450.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.–**
Vienna Confirmed dates	29 Mar 2027	2 Apr 2027	**€2,940.–**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,250.–**
Paris Confirmed dates	19 Apr 2027	23 Apr 2027	**€2,860.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,250.–**
Vienna Confirmed dates	3 May 2027	7 May 2027	**€2,940.–**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Istanbul Confirmed dates	24 May 2027	28 May 2027	**€2,650.-**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.-**
Dubai Confirmed dates	14 Jun 2027	18 Jun 2027	**€3,150.-**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.-**
Barcelona Confirmed dates	5 Jul 2027	9 Jul 2027	**€2,840.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.-**
Frankfurt Confirmed dates	26 Jul 2027	30 Jul 2027	**€2,650.-**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**€1,250.-**
Rome Confirmed dates	9 Aug 2027	13 Aug 2027	**€2,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
Cape Town Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,890.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,250.-**
Rome Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,450.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
Amsterdam Confirmed dates	11 Oct 2027	15 Oct 2027	**€2,540.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,250.-**
Dubai Confirmed dates	1 Nov 2027	5 Nov 2027	**€3,150.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,890.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
Rome Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,450.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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