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TRADE & INDUSTRY
PHILIPPINES

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DTI employees urged to maximize Office 365 use



Mr. John Mark Redondo from First Datacorp explains the different MS Office 365 applications DTI employees can use to enhance their productivity, collaborate with their teams more efficiently, and store and share files in and through the Cloud, during the first leg of the DTI MS Office 365 Training held on 5 June 2018 at the BOI AVR, Industry and Investments Building, Makati City.

As part of its efforts to enhance employee productivity through information and communications technology, the Department of Trade and Industry (DTI) conducted a Microsoft Office 365 (MS O365) Training that attended by over 30 employees from the Central Office on 5 June 2018.

Initiated by the Information Systems Management Service (ISMS), the training aims to enhance the knowledge of DTI employees on various MS O365 applications to maximize its use.

“Now that our workplaces are evolving—from lean to mean, from manual to electronic—we have to make the most of the platforms that could help us be more productive anytime, anywhere,” ISMS Director Laudemer G. Solidum said.

He said the MS O365 accounts of the employees may be used for various purposes other than sending e-mails and creating Word, Excel, and PowerPoint documents.

This activity is among the knowledge sharing initiatives being implemented across the Department to foster collaboration between and among its employees, all aimed at achieving more efficient service delivery.

Mr. John Mark Redondo of First Datacorp, DTI's business solutions and technology provider, facilitated the training.



Training participants from Bureaus/Offices in the Central Office beam with energy and joy as they complete the one-day training.

The eight-hour session covered topics on navigating the Office 365 portal and using some of the applications that are not usually utilized by DTI employees. The proficient use of these is also expected to help increase work efficiency across the organization.

These apps include collaboration platforms such as Skype for Business, which allows online meetings in virtual lobbies; Teams that serves as a web-based working area where members can chat, interact, upload files, and schedule activities; and Flow which is a document tracking system allowing electronic routing of files.

Using storage apps like OneDrive and SharePoint for files needed to be shared was also included in the training syllabus, among others. To date, the Department uses SharePoint as a platform to promote the sharing of the Department's knowledge assets, accessible through the Knowledge Resource (KR) Hub, available in this link: <https://dtiph.sharepoint.com/KRHub>.

DTI has been using MS Office 365 since 2014. As of this year, it has almost 3,000 licenses for officials and employees of the Department. These apps can be found in the Office 365 Portal accessible by logging in to <http://www.office.com> using Office 365 work accounts.

ISMS will train another batch of employees from the Central Office on 19 June 2018.