JGRLS Technology Training for Businesses and Organizations

The Jackson-George Regional Library System offers free technology training for businesses and organizations. Training can be conducted at your business or local library.

If you have anyone on staff who needs extra training on social networking, tablets, internet and computer basics, documents, spreadsheets, or presentations, call us today to schedule a training session.

Possible classes include:

Basic Classes
Internet Basics
Computer Basics
Keyboarding
Staying Safe Online

Microsoft Suite
Windows 10
Microsoft Word I and II
Microsoft Excel I and II
Microsoft PowerPoint
Microsoft Outlook

Social Media
Facebook for Businesses and Organizations
Pinterest for Businesses and Organizations

Other
Google 101
Cloud Computing
Canva

Transparent Languages
Do you have Spanish speaking employees who would like to improve their English? Or perhaps your mission group is traveling to a foreign country and would like to learn the language? Transparent Languages is a free resource for JGRLS library card holders. This resource will help you learn practical conversation skills for languages spoken all around the world. Transparent Languages offers more than 110 language learning experiences.

Business Writing 101
This class covers business etiquette and professional correspondence. You'll learn the guidelines and mistakes often made in writing emails and letters in a professional setting.

Training for Specific Needs
If a business or organization has a set of specific skills they want their staff to learn, a class can be created especially for them.

Electronic Resources
Do you want to know more about all of the e-services JGRLS offers free to library card holders? Learn how to use Magnolia, and Universal Class. We also have free academic and professional practice tests on our Learning Express Library.

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