Soft skills

Mastering a New Tool or Technology Quickly

A half day to get to grips with a piece of software, a connected machine or an AI assistant without waiting for a full training course. Participants learn a safe way to explore, spot the functions that cover most of their work, build a memory aid and know when and whom to ask for help, within the company's data rules.

Duration : 0.5 day

Objectives

1. Explore a new tool in a structured way, without risk to real data
2. Identify the few functions that cover most of your use
3. Use the available resources: built-in help, tutorials, key users, support
4. Build a personal memory aid and share it with your team

Programme

Half day

• Why a new tool causes anxiety, and what a half-mastered use costs

• Exploration method: purpose of use, test environment, trials on small real tasks

• The key functions for your use, and the ones you can leave aside at first

• Getting help: built-in help, tutorials, key user, support; describing a blockage to get a useful answer

• Workshop: hands-on with a real company tool and a one-page memory aid

Teaching methods

• Guided hands-on with a tool deployed, or being deployed, in the company

• Exercises on real tasks: entering a production order, searching a document base, AI-assisted writing

• Reminder of the company's rules on data and confidentiality, especially with AI tools

• Memory aid built by each participant during the session

Assessment and documents

Knowledge test and completion of a task on the tool at the end of the session, with a follow-up evaluation at D+1. Numbered training certificate, verifiable online, for each participant; training report handed to the company.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

This half day does not replace the vendor's training on the tool's functions; it prepares users to make the most of it. For a broader change of post, see "Learning Fast in New Situations".

Practical information

Duration	0.5 day
Audience	Any employee facing new software, equipment or an artificial intelligence tool; key users
Prerequisites	No prerequisites
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Which tool does the training cover?

The one your company is deploying: enterprise software, maintenance software, a mobile application, a connected machine or an artificial intelligence assistant. The method stays the same; the exercises are built on your tool.

Is it useful when software is being rolled out?

Yes, alongside the training on functions. It helps the least comfortable users through the first weeks, a period when many go back to their old files.

Does the training cover the risks of artificial intelligence?

It recalls the essential rules: do not enter personal or confidential data in an unauthorised tool, in line with Law 09-08, and check what the tool produces. For a complete framework, ACG supports companies in their AI and digital transformation.