

Using Google Workspace Tools with Confidence

This beginner-friendly course introduces Google Workspace tools like Drive, Gmail, Calendar, Docs, Sheets, and Slides. We will learn core features, basic navigation, and practical applications for personal and professional use. With guided instruction and real-world examples, the course builds confidence and foundational skills to boost productivity and collaboration.



[Click here to view promo video.](#)

YOUR INSTRUCTOR: Chelsea King



Chelsea King is a learning and development specialist with more than a decade of experience in teaching and training. She began her career as a high school English teacher and now focuses on adult learners, especially in professional development and technology integration. Her approach emphasizes practical, collaborative learning experiences that reflect her commitment to accessible, tech-forward instruction in both educational and corporate settings.

WEDNESDAYS, JANUARY 21 THROUGH FEBRUARY 25

3pm AK | 4pm PT | 5pm MT | 6pm CT | 7pm ET

Each live session is 90 minutes

- Wednesday, January 21
- Wednesday, January 28
- Wednesday, February 4
- Wednesday, February 11
- Wednesday, February 18
- Wednesday, February 25

To register, please contact your local Osher Institute.