

The Digital Secretary Institute

Evolve. Impact. Repeat.



The Digital Secretary Institute will equip school, district, university, and organization office staff with the proper skill set to thrive in a Google Workspace world. Participants will come away with a working knowledge of various Google tools that will make their office run more efficient and effective in the digital world.



EVOLVING
EDUCATORS

Membership Levels

- \$299 Individual Membership (1)
- \$499 school membership (2-5)
- \$999 district membership (6-10)
- \$1999 district membership (11-15)
- \$2499 district membership (16-19)
- \$2999 district membership (20-29)
- \$3499 district membership (30+)

Member Benefits

- Cohort-based monthly schedule based on registration date
- Demand Google Workspace Library
- Access to a Monthly Live Google Workspace Webinar
- Access to a Monthly Digital Bulletin aligned to theme
- Online Appointment Based Google Workspace Support

Areas of Focus

- Gmail
- Calendar
- Drive
- Docs
- Sheets
- Forms
- Keep
- Sites
- Meet
- Slides
- Extensions
- Translate

Contact Us Today!