

## Course Overview

*Visualise, organise, and communicate ideas effectively with Microsoft Visio – your first step to professional diagramming and process mapping.*

This course introduces Microsoft Visio from the ground up, focusing on practical skills to create clear, accurate, and professional diagrams. Learners will gain confidence in using Visio to visualise processes, manage projects, design layouts, and present complex information effectively. This is the essential starting point for anyone seeking to leverage diagramming tools to improve business workflows, communication, and planning.

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## Who Should Attend?

This course is suitable for:

- Individuals with little or no prior experience using Microsoft Visio
- Professionals looking to create clear and professional diagrams for business or projects
- Administrative staff, project coordinators, or analysts who need to visualise processes, schedules, or organisational structures
- Anyone wishing to understand the foundations of diagramming before progressing to advanced Visio techniques

## Required Knowledge:

- Basic computer literacy (keyboard, mouse, file handling)
  - No prior experience with Microsoft Visio is required
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## What You Will Learn

### *Getting Started and Navigating Visio*

- Start diagrams using templates tailored to your needs
  - Confidently navigate the Visio interface and workspace
  - Add, move, size, rotate, and group shapes efficiently
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## *Formatting and Diagram Design*

- Format shapes, connectors, and diagrams for clarity and visual appeal
- Apply consistent layout and styling principles

## *Connecting and Organising Elements*

- Connect shapes using standard connectors
- Manage grouped objects for streamlined diagram editing

## *Project Management Diagrams*

- Create project schedules, timelines, and Gantt charts
- Import timelines to enhance project planning
- Track project details effectively using Gantt charts

## *Organisational and Layout Diagrams*

- Build professional organisation charts from scratch or using imported data
- Plan office layouts and floor plans efficiently
- Design network diagrams and calendar visuals

## *Business Process and Analysis Diagrams*

- Create brainstorming, cause & effect, and TQM diagrams
- Build Event Driven Process Chains (EPC) for workflow mapping

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## **Exclusions:**

This course does not cover:

- UML (Unified Modelling Language) diagrams
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- Wireframe or COM/OLE diagrams
- Advanced process modelling covered in higher-level Visio courses

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## Key Learning Outcomes

At the end of this training, you should know how to:

- Confidently navigate the Visio environment and use templates effectively
- Add, format, connect, and organise shapes to produce professional diagrams
- Visualise projects, processes, and organisational structures clearly
- Apply diagramming techniques to communicate information efficiently
- Prepare diagrams for presentation, reporting, and collaborative use

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## Delivery Format

This is a **classroom-based course**. Each participant will have access to a **fully equipped workstation** with Microsoft Visio installed. The instructor will guide the course using live demonstrations, practical exercises, and real-time feedback.

## Training Environment Includes:

- Individual PCs with **Microsoft Visio**
- Course materials and online notes
- Comfortable classroom setting conducive to learning

Participants are **not required to bring their own laptop**.

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## Recommended Progression Pathway

After completing this course, learners should consider:

- **Microsoft Visio Advanced** – for complex diagrams, automation, and advanced process mapping
- **Project Management Fundamentals** – to apply Visio diagrams for project planning and tracking

- **Process Improvement and Workflow Analysis** – to combine Visio skills with business process optimisation
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## Learner Support

Participants will have indefinite online access to all practice files and notes at <https://www.dti.ie>. Email support will also be offered on items covered during this course at [support@dti.ie](mailto:support@dti.ie).