MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Certification Courses

Visio Essentials

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2994	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

The Visio Essentials course offered by Magna Skills is designed to provide participants with the fundamental skills and knowledge needed to effectively utilize Microsoft Visio for creating professional diagrams and visual representations. Participants will learn essential features, tools, and techniques to create, edit, and format diagrams for various purposes, including flowcharts, organizational charts, and network diagrams.

Course Outcomes

1. **Introduction to Microsoft Visio:** Familiarize participants with the Visio interface, workspace, and essential tools for creating diagrams.
2. **Creating Basic Diagrams:** Learn how to create basic diagrams using shapes, connectors, and templates available in Visio.
3. **Editing and Formatting Diagrams:** Explore editing and formatting techniques to modify shapes, text, colors, and styles to enhance the visual appearance of diagrams.
4. **Working with Templates and Stencils:** Understand how to utilize Visio templates and stencils to streamline the diagram creation process and access pre-defined shapes and elements.
5.

Creating Advanced Diagrams: Learn advanced techniques for creating complex diagrams, including layering, grouping, and arranging shapes.

Course Outline / Curriculum

Module 1: Getting Started with Visio

- Introduction to Microsoft Visio
- Overview of the Visio interface and workspace
- Navigating Visio documents and views

Module 2: Basic Diagram Creation

- Creating a new diagram
- Adding shapes and connectors to the diagram
- Using drawing tools and shapes from the Basic Shapes stencil

Module 3: Editing and Formatting Diagrams

- Editing shapes and text
- Formatting shapes, lines, and connectors
- Applying themes and styles to diagrams

Module 4: Working with Templates and Stencils

- Understanding Visio templates and stencils
- Creating diagrams from templates
- Customizing and creating new stencils

Module 5: Advanced Diagram Creation Techniques

- Working with layers and groups
- Arranging and aligning shapes
- Using advanced formatting options

Module 6: Creating Flowcharts and Process Diagrams

- Understanding flowchart symbols and conventions
- Creating flowcharts and process diagrams in Visio
- Adding swimlanes and connectors to flowcharts

Module 7: Creating Organizational Charts

- Using the Organization Chart Wizard
- Adding shapes and modifying hierarchy in organizational charts
- Customizing organizational chart layouts and styles

Module 8: Creating Network Diagrams

- Understanding network diagram symbols and conventions
- Creating network diagrams in Visio
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Adding and connecting network shapes

Module 9: Collaborating and Sharing Diagrams

- Reviewing and commenting on diagrams
- Saving and exporting diagrams in different formats
- Sharing diagrams with others using Visio Online and other collaboration tools

Module 10: Tips and Tricks for Efficient Diagram Creation

- Keyboard shortcuts and time-saving techniques
- Troubleshooting common issues in Visio
- Best practices for creating professional diagrams

The Visio Essentials course equips participants with the fundamental skills and knowledge needed to create professional diagrams and visual representations using Microsoft Visio. Through a combination of hands-on exercises, demonstrations, and practical examples, participants will gain confidence in using Visio to create a wide range of diagrams for various purposes.

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Visio Essentials
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____