

Personal Data Protection Policy

1. Introduction

Doussou Formation is committed to protecting the personal data of its clients, employees, and other stakeholders. This personal data management policy explains how we collect, use, store, and protect such information.

2. Collection of Personal Data

We collect personal data only as part of our legitimate business activities and in compliance with applicable laws. The information collected may include, but is not limited to:

- First and last name, and contact information
- Email address
- Phone number

3. Use of Personal Data

Personal data is used for the following purposes:

- Provision of our products and services
- Communication with our clients
- Responding to inquiries
- Improving our products and services
- Marketing and promotions, with the prior consent of the data subject

4. Retention of Personal Data

We retain personal data only for as long as necessary to fulfill the purposes for which it was collected, in accordance with applicable laws. Once this data is no longer needed, it is securely deleted or anonymized.

5. Security of Personal Data

We implement appropriate security measures to protect personal data against unauthorized access, disclosure, alteration, or destruction. These measures include access management, password protection, encryption, and staff training.

6. Sharing of Personal Data

Personal data is only shared with third parties when necessary to provide our products and services, or when required by law. We require our partners to uphold the same standards of data protection as we do.

7. Rights of Data Subjects

Individuals whose personal data is collected have certain rights, such as the right to access, rectify, delete, object to processing, restrict processing, and request data portability. To exercise these rights, please contact us at [email address or contact phone number].

8. Updates to the Personal Data Protection Policy

We may update this policy periodically to reflect changes in our data collection and management practices. Updated versions will be published on our website.

9. Contact

For any questions or concerns regarding our personal data protection policy, please contact us at info@doussou-formation.com.

General Terms and Conditions of Sale

Article 1: Order Confirmation

Reservations for a workshop or a training session are confirmed upon receipt of an email from an authorized representative or upon completion of online payment. In addition, any training order implies that the client accepts the training plan provided by Doussou Formation.

Article 2: Training

Doussou Formation reserves the right to make any modifications it deems useful to its training plans and to the scheduling of its training periods at any time.

Article 3: Pricing

The fees proposed by Doussou Formation are stated in Canadian dollars for Canada and in Euros for Europe. Invoices will include the applicable fees and TPS/TVQ or VAT in effect on the date the training is delivered. Any transportation or accommodation costs for participants are never included in the pricing.

Article 4: Training Cancellation

Cancellation or modification of a registration without additional fees must be made no later than fifteen (15) business days before the course start date. For cancellations made between five (5) and fifteen (15) business days prior to the course start date, 50% of the registration fees will be charged. If a participant is absent or cancels fewer than five (5) business days before the start of the course, the full registration fee will be charged. Please note that a rescheduling is considered a cancellation followed by a re-registration; the same terms therefore apply. If a participant does not attend the training, the full registration fee will be due. Cancellations and rescheduling requests must be submitted in writing (email). Participant substitutions are accepted free of charge up until the start of the course. Doussou Formation reserves the right to cancel or postpone a training session in the event of insufficient registrations.

Article 5:

In the case of on-site training, Doussou Formation is not responsible for setting up the training room.

Article 6: Administrative Documents

Doussou Formation provides supporting documents (attendance sheets, training certificates, evaluation questionnaire) together with invoices, exclusively to the designated invoice recipient. Doussou Formation cannot be held responsible for the non-receipt of the training notice by any of the client's internal recipients, particularly in cases where the participant does not attend the training.

Article 7: Internal Regulations

The participant agrees to comply with the internal regulations, acknowledging that they have read and accepted the terms.

Article 8: Confidentiality

Information and knowledge shared during the training sessions are intended for the exclusive use of the participants. All rights to the materials used belong to Doussou Formation.

Article 9: Use of Image

Client comments may be published on Doussou Formation's website and social media pages. Doussou Formation may also display the client's company logo alongside their comments unless instructed otherwise by the client.

Article 10: Training Evaluation

A training evaluation is systematically offered immediately at the end of

each session. Participants are invited to complete an evaluation questionnaire on-site or online within hours of the training. This process allows us to gather immediate feedback as part of our continuous improvement efforts. Any comment, complaint, or adjustment request related to the training content or conduct must be submitted within a maximum of seven (7) calendar days following the training. After this period, no claim will be considered.

Article 11: Non-Solicitation Clause

The client agrees not to solicit, hire, or enter into a direct contract, whether paid or unpaid, with any trainer or consultant provided by Doussou Formation for a period of twelve (12) months following the completion of the service, unless prior written consent is obtained. In case of breach of this clause, a penalty equivalent to six (6) months of full-time service will be owed by the client to Doussou Formation.

Zoom Training: The Most Comprehensive

INTRODUCTION TO THE ZOOM TRAINING

SETTINGS BEFORE A ZOOM MEETING

- Video
- Audio
- Waiting Room
- Scheduling
- Password

BASIC SETTINGS DURING A ZOOM MEETING

- Data Encryption
- Chat
- Private Messaging
- Recording
- File Transfer
- Screen Sharing

ADVANCED SETTINGS DURING A ZOOM MEETING

- Breakout Rooms
- Virtual Background

- Invitation Email

ZOOM ADMINISTRATOR

- User Management
 - Users
 - Group Management
 - Role Management
- Room Management
 - Zoom Rooms
 - Calendar Integration
 - Digital Signage Content
- Account Management
 - Account Profile
 - Billing

Most Comprehensive Microsoft Teams Training

Introduction to the [Microsoft Teams Training](#)

Getting to Know Microsoft Teams

- Overview of the Teams interface
- Properly setting up your account

Communicating with [Teams](#)

- Overview of the application
- Availability status
- Notification settings
- Individual and group chat
- Online calls and meetings
- Collaborating with Teams

Sharing Files in a Conversation

- Microsoft 365 Teams and Groups
- Team channels
- Channel posts
- Channel files (SharePoint)
- Channel wiki

Canva for Professionals: Build Impactful Graphics with Ease

Introduction to the [Canva](#) Training

Getting Started with [Canva](#)

- Understand the fundamentals of graphic design
- Discover Canva's interface and core features
- Overview of the different plans (Free, Pro, Team, etc.)

First Steps with [Canva](#)

- Create and configure your account
- Introduction to the user interface
- Navigate the menus and workspace
- Organize your content: folders and subfolders
- Adjust account settings to suit your workflow
- Create a new design from a template or blank format
- Hands-on with the editor and design tools

Graphic Design Basics in [Canva](#)

- Using and customizing templates
- Managing multi-page designs
- Simple compositions with images
- Inserting and editing graphic elements
- Typography: adding, styling, and arranging text
- Adding music, interactive links, photos, and videos
- Using charts and graphs
- Advanced features: animations, backgrounds, element locking, etc.
- App integrations: YouTube, Google Maps, and more
- Download and share your designs (PDF, PNG, web link, etc.)

Creating Presentations and Icons

- Explore various presentation formats
- Design dynamic and professional presentations
- Create and customize graphic icons

Collaborating with [Canva](#)

- Invite and manage team members

- Create, share, and co-edit designs
- Organize shared files into team folders

Recommended Complementary Training

[Publisher Training – Layout and Design of Professional Print Materials](#)

PowerPoint Essentials: Design, Structure & Impact

Module 1: Mastering the Basics of [Microsoft PowerPoint](#)

- Create and organize slides with a professional structure.
- Integrate relevant and well-structured textual content.
- Add impactful visuals to enhance your message.

Module 2: Streamlining with Slide Masters

- Understand the strategic role of slide masters for consistency.
- Create and modify masters to ensure visual coherence.
- **Hands-on Exercise:** design a custom theme aligned with brand identity.

Module 3: Creating Professional Templates

- Define templates and understand their impact on productivity.
- Build tailored templates for consistent presentation design.
- Integrate logos, color palettes, and brand elements.
- **Workshop:** develop a template based on a corporate brand guide.

Module 4: Advanced Text and Image Handling

- Optimize text layout: columns, alignment, special effects.
- Enhance visuals: cropping, filters, background removal.
- **Workshop:** boost the visual impact of an existing presentation.

Module 5: Embedding Dynamic Content (Excel, Video, Audio)

- Insert and sync Excel charts in real time.
- Add and configure video and audio to energize your content.
- **Exercise:** create interactive and immersive slides.

Module 6: Customized Animations and Transitions

- Explore animation types available in PowerPoint.

- Design custom effects to add rhythm and flow.
- **Exercise:** craft a high-impact animated presentation.

Module 7: Collaborating and Sharing with Ease

- Leverage comment and version tracking tools.
- Collaborate in real-time using Office 365 and OneDrive.
- Apply best practices for smooth teamwork and file sharing.

Recommended Complement: Visual Creation with Office 365

- [Publisher Training – Creating Marketing and Print Documents](#)

INDESIGN TRAINING: COMPLETE 4-DAY COURSE

Introduction to Adobe InDesign Training

- Overview of the software and its professional use cases
- Exploring the interface, tools, and work panels
- Customizing the workspace for an efficient workflow
- Setting document and software preferences

Creating and Structuring a Document

- Defining format, margins, and automatic pagination
- Creating multi-column layouts and organizing pages
- Using guides, grids, and display modes
- Mastering simple and advanced master pages

Working with Frames

- Creating and managing text, image, and vector frames
- Threading, aligning, resizing, and modifying frames
- Controlling content, containers, and outlines

Mastering Text and Typography

- Text formatting via the control panel
- Paragraph, character, and GREP styles
- Text on a path, anchored objects, and text variables
- Managing columns, tabs, hyphenation, and text wrap
- Spellcheck and advanced find/replace functions

Styling and Automation

- Using and nesting text and object styles
- Importing styles from Word and syncing across books
- Creating automated bullet and numbered lists
- Automatically generating tables of contents and footnotes

Creating and Managing Tables

- Creating tables directly or importing from Excel/Word
- Applying table and cell styles
- Visually integrating tables into your layout

Images and Media

- Importing and placing images (manually or with grid placement)
- Managing visuals with the Links panel
- Clipping, cropping, text wrapping, and dynamic captions
- Using embedded image metadata

Colors, Swatches, and Gradients

- Creating, editing, and organizing custom colors
- Using swatches and libraries (Pantone, CMYK, RGB)
- Applying transparency, overprint, and trapping settings

Structuring Long Documents

- Working with sections, chapters, and threaded frames
- Creating InDesign books and managing layers
- Generating bookmarks, indexes, and interactive buttons (Indexmatic)

Preparing Documents for Print and Web

- Preflight checks, font and image verification
- Previewing separations and packaging files
- Creating preflight and export profiles
- Exporting to PDF, SWF, or interactive web formats
- Print setup, proofing, and full cover design

Recommended Complementary Training

[InDesign with AI – From Text to Image](#)

: Learn how to integrate artificial intelligence into your creative workflow using Adobe Firefly.

For official resources and additional learning materials, visit the

[Adobe InDesign User Guide](#)

Adobe InDesign Fundamentals Training

Introduction to the Adobe InDesign Training

- Overview of the InDesign interface and tool palette
- Customizing the workspace to boost productivity

Managing and Working with Frames

- Creating and linking text frames
- Setting up multi-column layouts
- Using automatic text flow balancing
- Managing guides (smart, layout, and custom)
- Understanding and applying layout grids
- Precise alignment, rotation, scaling, and positioning of frames
- Editing frame content, containers, and outlines

Advanced Paragraph Management in Adobe InDesign

- Text formatting using the control panel
- Inserting and managing text within frames
- Setting up hyphenation and justification
- Creating and applying paragraph styles
- Typing on a path and advanced typographic options
- Chaining text frames and configuring text frame options
- Using built-in spell check

Creating and Styling Tables

- Manual table creation within InDesign
- Importing tables from Word and Excel
- Formatting cells, rows, and columns

Integrating and Managing Images

- Importing and placing images
- Using the Links panel to manage linked files
- Clipping paths, cropping, and fitting techniques
- Applying basic text wraps and color treatments

Mastering Color in InDesign

- Creating and editing custom colors
- Working with swatches and color libraries
- Creating and applying gradients
- Understanding color modes (CMYK, RGB)

Preflight and Export Preparation

- Preflight checks to avoid print errors
- Font and image verification
- Previewing overprint and separations
- Packaging the entire project
- Exporting to PDF for print or digital use
- Using export presets for optimal output

Recommended Follow-up Training

[Training: InDesign with AI – From Text to Image](#)

Training: Indesign with AI – From text to image

Introduction: Refresher on InDesign

- Style Management: Character, Paragraph, and Object Styles
- Import Techniques
- Automatic Adjustment
- Hands-On Application: Mini-Project to Master the Basics

Artificial Intelligence in Graphic Creation

- Generating Images from Text Prompts
- Using a Reference Image to Enhance Creations
- Applying Effects and Styles for Personalized Visuals

Putting It Into Practice

- Techniques for Optimizing AI Image Searches
- Project: Creating a Catalog Combining Text and AI-Generated Images

Learn the Basics of InDesignn

[Formation Adobe InDesign: les bases](#)

Mailchimp Training Course

Mailchimp training course

[Why Mailchimp?](#)

Setting up your account

Configuring the audience

Notion of “campaigns” and “lists

Creating a registration form

Create a subscriber list

Creating a campaign

Creating and sending your first newsletter

What content to use for your newsletter?

Recovering a list deleted by mistake?

Customizing a newsletter

Customize a subscription form

View campaign reports