SIMPLIFY COMMUNICATIONS & WORK STREAMS

Course Outline
WorkingSm@rt with Microsoft TEAMS

OVERVIEW

Unlike keystroke training, WorkingSm@rt with Microsoft TEAMS training shows how to use best practice behaviours to transform TEAMS into a highly productive collaboration tool. You will work more effectively with everything in one space for both tracking conversations and sharing content & actions. Practical training exercises demonstrate how selected TEAMS functions can be integrated to simplify work streams. You will see how TEAMS becomes a productivity hub for Microsoft 365 Apps, particularly synchronising with Outlook for tracking actions and OneNote for sharing notes. This dynamic course, with guidelines provided for consistency, will motivate everyone to change their working behaviours to use TEAMS for the common good!

LEARN HOW TO OVERCOME THESE CHALLENGES

- Unsure when to use Emails, Posts or Chat
- Wasting time finding Messages & Channels
- Messages are difficult-to-read & topics are jumbled up
- Losing track of requests in Messages
- Wasting time searching for Files
- Inefficient follow-up to actions agreed in meetings
- Confusing layout of TEAMS & Channels
- Too many interruptions from Notifications
- Inconsistent use of TEAMS by colleagues

ACHIEVE
23%
REDUCTION OF INTERNAL EMAILS!
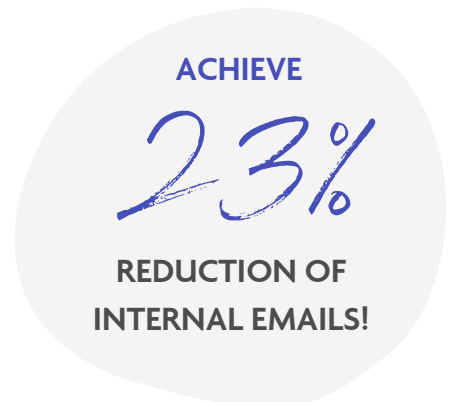
INSTRUCTOR-LED FORMAT
- Online 2 x 2.5 hours or Face-to-face 5 hours

CLASS SIZE
- Maximum 16 participants

1-1 ONLINE COACHING
- 60 minutes follow-up to tailor the training
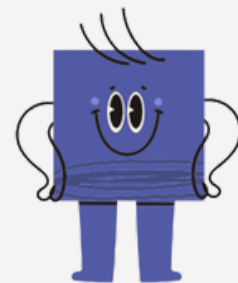
CUSTOMISE WITH PRE-TRAINING SURVEY
- "Microsoft TEAMS Current Experience" Survey used to customise the training content

DON'T JUST TAKE IT FROM US...

Google Reviews ★★★★★

"Simplified some key team collaboration skills, and file sharing. It was also great to discuss the opportunities with the team and decide how/what to use ."

Pharmaceutical Client

SIMPLIFY COMMUNICATIONS & WORK STREAMS

MEET OUR MASCOT, **TEAMSY**

WorkingSm@rt®
MICROSOFT
+Teams

Course Outline

WHO IS IT FOR

This course is designed for anyone who wants to know how to optimise TEAMS fully to make collaborating easier, gain productive time & reduce stress.

RESULTS (FIGURES TAKEN FROM TAKEDA CASE STUDY)

92%
IMPROVEMENT IN COMMUNICATIONS

54 MIN 🕐
SAVED A DAY BY USING TEAMS FOR:
- Efficiently sharing Files
- Quicker communications
- Collaborating on Projects
- Shorter Meetings

70%
IMPROVEMENT DELEGATING & ASSIGNING WORK

BEHAVIOUR CHANGE TRAINING

a. **Prioritising Incomings + Layout + Alerts** › Easier to focus + fewer distractions
b. **Messaging Swiftly & by Topic** › Minimise internal email & reduce meetings
c. **Sharing Files + Co-working Files** › Find data quickly + Save time
d. **Scheduling Pending Work & Tasks** › Peace of mind from realistic workloads
e. **Sharing Tasks + Assigning + Tracking** › Deliver shared work on time
f. **Following-up Requests to Others** › Others deliver as agreed
g. **Managing Others' Expectations** › Fewer interruptions + happy colleagues
h. **Tracking Conversations + Finding Notes** › Keep control of conversations + know who said what

FIND OUT MORE

Priority®
A Better Way To Work

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