

# Driving Productivity Through Microsoft Teams

## What is Driving Productivity Through Microsoft Teams?

The Driving Productivity Through Microsoft Teams seminar is designed to help work teams increase productivity, practice effective communication and achieve team goals – all while using Microsoft Teams. This program will help participants use Microsoft Teams to streamline cycles of action, reduce email volume, spend less time looking for information, and achieve greater transparency and accountability.

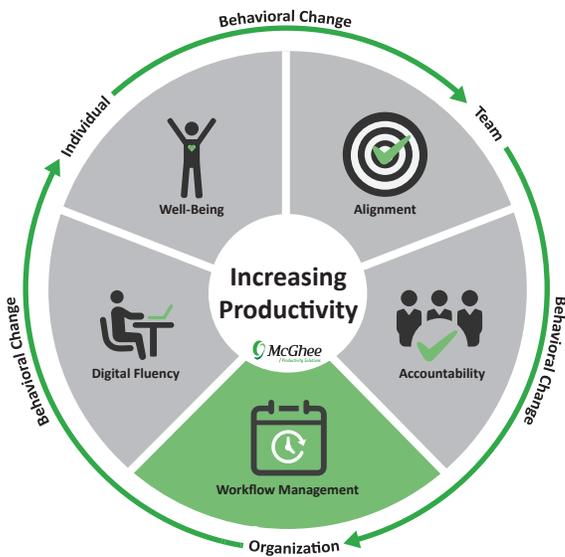
A pre-call is conducted prior to the 8-hour seminar to clarify the team leader’s outcomes, understand objectives and discuss customizations. The seminar takes place in a classroom or conference room with laptops, preferably connected to the server so participants can work real-time. MPS offers a variety of sustainability materials to ensure full retention of this program including refresher sessions, evaluations, and a productivity survey conducted a month later to measure specific results.

### Key Issues Addressed

-  Difficulty adopting new tools
-  Confusion while navigating Teams
-  Inability to manage workflow in Teams
-  Interest in shared leadership and accountability

### Key Results

-  Successful adoption of Teams
-  Effective Teams infrastructure
-  Teams and Channels to support productivity
-  Increased accountability across a team or organization



## Sustainable Change

By the end of this one-day session, participants will have the tools to build a Microsoft Team with relevant Channels that support productive collaboration and team leadership. Participants will learn how to create a productive infrastructure, use Microsoft Outlook with Microsoft Teams to increase its overall effectiveness, and identify behavior changes necessary to adopt Microsoft Teams as a collaboration tool.

## Course Outline

### Introduction

Program Overview, 'Why Choose Microsoft Teams?', Limiting Beliefs, Shared Leadership in Teams

### Infrastructure in Teams

Navigating Microsoft Teams, Setting up Teams and Channels, Tabs and Files, Settings and Notifications, Best Practices

### Managing Workflow in Teams

Conversations in Teams, Workflow in Teams, Processing Activities using the 4D's for Decision Making, Creating your Teams To-Do list, Using your Calendar, Best Practices

### Shared Leadership in Teams

Shared Leadership, Agreement vs. Alignment, Team Accountability Review, Course Evaluation, Best Practices

