Driving Productivity Through Microsoft Teams

What is Driving Productivity Through Microsoft Teams?

Microsoft Teams is arguably the most powerful collaboration tool released from Microsoft, however, without the right governance and infrastructure, it has the ability to hurt organizations more than help them. This course is designed to help organizations use Microsoft Teams to create an infrastructure designed for success, enforce governance by setting team standards, and better manage their workflows to focus on achieving team goals.

The most effective infrastructure for Microsoft Teams depends completely on what an organization's goals are and what roles within that organization will be using it. That is why we conduct a pre-call prior to this seminar, allowing us to clarify the team leader's desired outcomes, ensure we understand their objectives, and to discuss customizations. This program is conducted in-person and can be completed as an 8 hour or 4.5 hour session. The seminar takes place in a classroom or conference room with laptops, preferably connected to the server so participants can work and learn real-time.

Key Issues Addressed

Difficulty adopting or implementing Microsoft Teams

Confusion or lack of governance surrounding Microsoft Teams

Unsuccesful or non-existent infrastructure for Microsoft Teams

Insufficient shared leadership and team accountability using Microsoft Teams

Key Results

Successful adoption of Microsoft Teams at an individual and team level

Implementation of a strategic and successful governance system

A customized and effective Microsoft Teams infrastructure

Increased accountability, shared leadership, and transparency

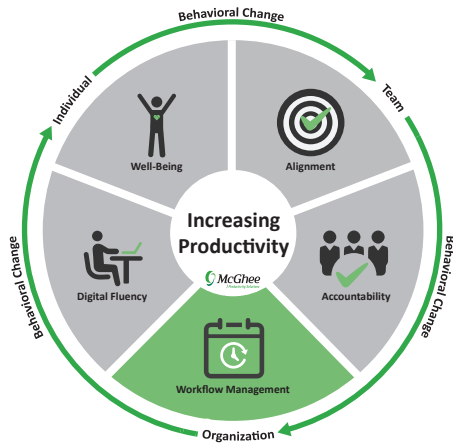Alignment   Accountability   Workflow Management   Digital Fluency   Well-Being

Behavioral Change
Individual
Team
Behavioral Change
Behavioral Change
Organization

Well-Being
Alignment
Digital Fluency
Accountability
Workflow Management

Increasing Productivity
McGhee

Long Term Teams Adoption

By the end of this session, participants will have the tools to build a Microsoft Team with relevant Channels that support productive collaboration, team leadership, and organizational governance. 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 and use it as a collaboration tool.

Example Results from Previous Participants

38% Increase in using Teams channels to support team goals

50% Increase in overall productivity while using Microsoft Teams

Course Outline

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

Infrastructure
- Navigating Microsoft Teams
- Setting up Teams and Channels
- Tabs and files
- Settings and notifications
- Best practices

Managing Workflow
- Conversations and workflows in Teams
- Processing activities using the 4 D's of Decision Making
- Using your calendar
- Best practices

Shared Leadership
- Shared leadership
- Agreement vs Alignment
- Team Accountability Review
- Best practices
- Course evaluation