

Training

# Team Productivity and Collaboration Integrated with Microsoft Teams®

A course designed to transform productivity, leaving you with more time to focus on projects that matter most.



## Team Productivity is All About Getting the Right Things Done

With work environments becoming increasingly fast-paced, with a growing list of tasks to complete, it's important that teams within an organization remain in constant communication, but even with the right tools, most software implementations fail without the right methods to adopt them. Individuals are working longer hours and are more overwhelmed than ever just to keep up.

This course around Microsoft Teams is designed to create a seamless platform where teams can work together to get the right things done by setting team standards and sharing implementation techniques to better manage workflows and focus on achieving collective team goals.

Prior to this seminar, a pre-call is conducted to better understand your organization's long-term and short-term goals, at an individual and team level, ensuring we understand all core objectives and desired outcomes to create customizations and simpler adoption techniques for individuals within your team.

This program is conducted in-person and can be completed as an 8 hour or 4 hour session that takes place in a classroom or conference room with laptops, ideally connected to the server so participants can work and learn real-time.

### Challenges

-  Difficulty adopting or implementing Microsoft Teams
-  Confusion or lack of governance surrounding Microsoft Teams
-  Insufficient shared leadership and team accountability using Microsoft Teams
-  Unsuccessful or non-existent infrastructure for Microsoft Team

### Results

-  Successful adoption techniques of Microsoft Teams at an individual and team level
-  Implementation of a strategic Teams structure and successful alignment of collective team goals
-  Increased accountability, shared leadership, and transparency
-  A customized and effective Microsoft Teams infrastructure

## Course Outline

### Why Microsoft Teams

- o Program Overview
- o Why Microsoft Teams Helps Drive Productivity
- o Limiting Beliefs
- o Shared Leadership in Teams

### Navigating within Teams

- o Understanding Microsoft Teams interface
- o Setting up Teams and Channels
- o Tabs and files
- o Settings and notifications
- o Best practices

### Managing Workflow

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

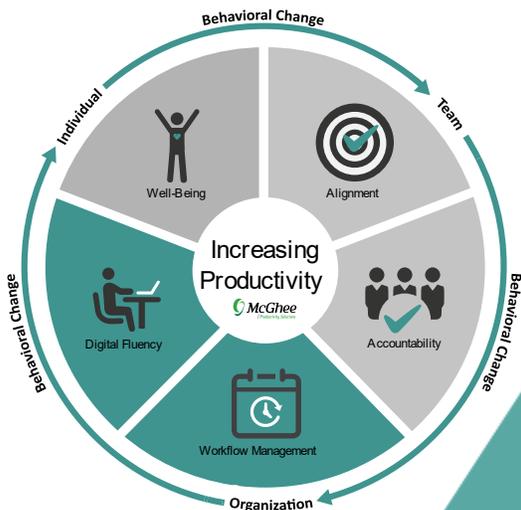
### Shared Leadership

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

Previous Participants Found a **50%** Overall Increase in Team Productivity That Supported Their Organizational Goals.

“I have taken three trainings with my own company about MS Teams and this presentation was by-far the best explanation of what the Teams app does and why.”

- Barbara M, The MITRE Corporation



## Sustainable & Strategic Team Productivity

By the end of this session, participants will have the knowledge of tools necessary to continue building relevant Microsoft Teams Channels that support productive collaboration and team leadership.

Teams will experience an overall effectiveness in attaining goals with Microsoft Teams knowledge and application, while being able to identify behavioral changes necessary to successfully adopt the tools.

MPS has a firm belief that optimal productivity is achieved when there is an alignment within five key disciplines: Well-Being, Alignment, Accountability, Workflow Management, and Digital Fluency. This program combines digital fluency and workflow management to improve productivity.

Contact MPS Today to See How We Can Help Your Team Focus on the Things That Matter Most!