

# Making Meetings More Productive Using Microsoft Teams

Virtual



This workshop focuses on the elements of more productive meetings, including learning the key meeting features and functions in Microsoft Teams, the decision-making model for whether or not to attend meetings, the keys for setting up productive meetings, and aligning on meeting governance and guidelines.

Can be offered with an intact team or individual open enrollment to take back key learnings to an intact team. Two hours, virtually through Teams.

## Course Outline

### Teams Features and Functions

- Creating Meetings
- Screen sharing
- Chat in meetings vs. Teams chat
- Camera and backgrounds
- Taking meeting notes in the Teams meeting
- Leaving and muting chats
- Teams status when in meetings and when presenting
- Resolving connection issues
- Options for tracking 1:1 meetings in Teams

### Meeting Decision Model

- Challenging the culture, habits around saying yes, and doing back-to-back meetings
- Trusting it's OK to say no, but seeking clarity first
- Asking to inviter clarification questions to make a good decision
- Aligning decisions to key objectives and priorities

### Keys for Productive Meetings

- Defining purpose
- Deciding participants
- Drafting agenda
- Including supporting information
- Creating clear subject lines
- Setting up a meeting Quick Parts in Outlook

### Governance and Guidelines

- Creating focused vs. general meetings
- When to call a meeting vs. email vs. phone call
- Breaking the cycle of recurring meetings
- Required vs. optional participants
- Agreeing to start/stop times
- Aligning on camera or no camera
- Fully participating and getting alignment on not multi-tasking