

Productivity and Collaboration Essentials Grad Series Courses Virtual



Building a Sustainable Foundation

This series of courses builds on the Productivity and Collaboration Essentials foundation and dives deeper into complementary productivity topics. Options include Productivity and Collaboration Essentials Refresher, Making Meetings More Productive Using Microsoft Teams, and Effective Virtual Facilitation Using Microsoft Teams.

- **Refresher**
This course refreshes the key beliefs, models, and technology strategies covered in the first course, identifies what's working, and opportunities for improvement. 90 minutes.
- **Making Meetings More Productive**
This workshop focuses on the elements for more productive meetings, including aligning on meeting governance and guidelines, the keys for setting up productive meetings, and the decision-making model for attending meetings (or not.) The course can also cover meeting-related features and functions in Microsoft Teams. Two hours.
- **Effective Virtual Facilitation**
This workshop teaches the best practices for virtual facilitation. Participants will learn keys to creating an engaging learner experience, including the unique differences presenting virtually vs. in-person. The course can also cover meeting-related features and functions in Microsoft Teams. Two hours.

These courses are designed for Productivity and Collaboration Essentials graduates and are typically delivered within a year of the initial course. Virtual.