

Productivity and Collaboration Essentials

Integrated with Microsoft® Teams®

On-Site in 4.5 or 8 hours
Virtual or On-Demand in 4.5 hours



This course takes a deep dive into the best practices for using Microsoft Teams to increase productivity, streamline collaboration, and drive better results. You will learn how to leverage Teams as a powerful workflow, project, meeting, and communication tool and get coaching on how to integrate it with other Microsoft tools to maximize your investment, workflow, and productivity.

The course is done hands-on in Teams, so you can apply our models and methods in real time. You will leave the course with a foundation to build from and a toolbox of tips, tricks, and strategies to get the most out of Teams to support your individual and team goals.

Course Outline

Productivity

Learning the best practices for getting the right things done and creating a trusted system for managing projects and actions.

Technology

Building a solid foundation in Teams, learning the essential features and functions, and integrating with Outlook and OneNote.

Collaboration

Aligning on which tool for which purpose, sharing files, managing meeting notes, and tracking actions, decisions and conversations.

Meetings

Learn the keys for making meetings more productive, including a meeting decision model and how to align your team on meeting governance.

What to Expect

38%

Increase in using
Teams to support
team goals

60%

Increase in using
Microsoft Teams to track
actions

170%

Increase in creating
easily searchable
conversations

50%

Increase in overall
productivity using
Microsoft Teams

This course can be done virtually or on-demand in 4.5 hours or on-site in 4.5 or 8 hours. Contact us to learn how we can help your team be more productive and collaborate more effectively in Microsoft Teams.