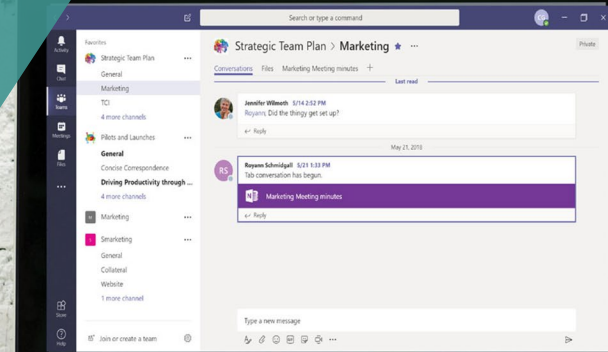


# Productivity and Collaboration Essentials for Microsoft Teams Refresher

Virtual in 60 minutes



Our Productivity and Collaboration Essentials Refresher course builds mastery and sustainability by bringing participants back to sharpen their Microsoft Teams skills, acknowledge successes, identify challenges, and capture improvement opportunities. The course is interactive, with time for questions, hands-on exercises, and discussion.

## Course Outline

Refresh the best practices for:

- Using Teams for recurring meetings
- Using Teams for managing projects
- Using Teams to track agendas, decisions, and actions
- Making meetings more productive
- Aligning on meeting governance
- Which tool for which purpose

The course is delivered virtually over 60 minutes, typically within four to eight weeks of the initial Productivity and Collaboration Essentials session and is designed for participants who have completed the course within the past year.

Participants will be hands-on in Microsoft Teams throughout the session.