



Making Meetings More Productive Using Microsoft Teams

Course Results and Learner Takeaways

Many of us spend our days in back-to-back virtual meetings and have all experienced the frustration when a meeting feels unproductive and even a waste of time. This interactive course shares ways to make your meetings more productive, including applying tactical strategies for tracking agendas, decisions, and actions in Teams, learning a decision-making model to help you decide whether or not to attend meetings, the keys for setting up productive meetings on the front-end, and learning approaches for better meeting governance and guidelines.

Results

Measured with a Fortune 500 Client

92%

Rated the course
very valuable

92%

Found new insights and
skills to improve
productivity

100%

Found the MPS trainer
engaging and impactful

Takeaways

"I learned an improved structure to approach my tools"

"I really appreciated the help around having Outlook Quick Parts for meeting agendas"

"I didn't realize how effective Wiki in Teams can be"

"I found it useful to learn the questions we need to ask ourselves about whether or not to attend
or send an invite to someone for a meeting"