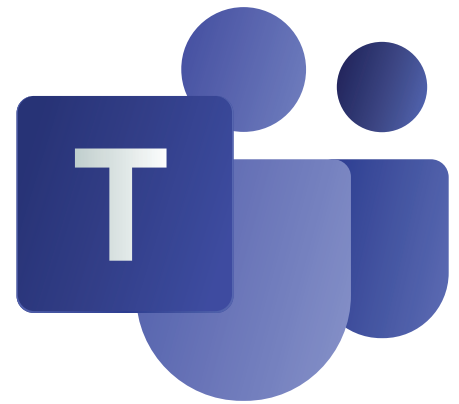


Productivity using Microsoft Teams



WorkingSm@rt using Microsoft Teams shows you how to apply business processes & structure to MS TEAMS so that it is optimised for successful and Sm@rt Collaboration, Communication and Planning. Successful adoption of MS TEAMS for increased productivity and performance requires more than keystroke training. It requires a team approach with bespoke governance around structure along with 'what, when, who' guidelines.

Current issues include duplication of work, missed information, continuous distractions, unintentional misuse, time-wasting, confusion & bewilderment, and loss of productivity.

WorkingSm@rt using Microsoft Teams Content: (Format: On-line Instructor-led workshops with detailed Guide)

The new culture of Teamwork

- Understanding what tools to use and when – Outlook? Teams? SharePoint: how they co-exist.

Setting up to maximise productivity

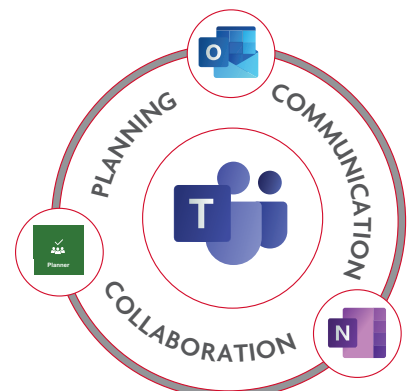
- Maximise MS Teams options & logical configurations.
- Staying productive and effective in our technology-rich world.
- Managing focus and interruptions.

Best Practices in Microsoft TEAMS

- Teams and channels: centralise data by topic so easy to find and visible for all.
- Using chat and posts – be appropriately responsive with 'rules of engagement' / reduce email.
- Improve online meetings & VCs: better agendas and accessible meeting notes.
- Document Sharing & Management: share voluntarily & real time.
- Managing outcomes and actions.
- Task Management with planner for projects and teams.
- Work effectively anywhere – true collaboration.

Benefits

- 1 Tech needs to bring our people & data together.
- 2 Comms is centralised and email reduced.
- 3 Teams gain time & productivity increases.
- 4 We work in a transparent modern culture.



Contact us now for more information