



WorkingSm@rt®

MICROSOFT
+ Teams

Priority Management Expertise:

The Modern World

Work no longer depends on time or place.
Future success depends on the following:

- Supportive leadership and management to create the right culture.
- Effective collaboration (whether remote or in office), optimisation of technology, strong productivity and healthy well-being of all employees.
- Clear objectives with output driven performance management.

Challenges our Clients find with MS Teams:

- Mixed understanding of its potential as a shared workspace – it's a big, technical product.
- Limited governance, strategy or guidelines about what it should be used for / how / when. All teams need guidelines.
- Wide differences in usage & inconsistency of approach; varied technical knowledge.
- No sports manager would let players onto the pitch without clear guidelines, thorough training, understanding of what the aims are and how to play to win. Modern working with TEAMS requires the same.

Build on your Foundation: Working Sm@rt with MS Teams

Pre-training Questionnaire: short survey for Priority Management to understand current use.

PHASE ONE:

Working Sm@rt with MS TEAMS

(full day in classroom or 2 x 3.5 hour online sessions)

MS TEAMS has the potential to radically change how we operate. Key to its success, is understanding 'the scope of the possible' and its potential by business leaders and managers. It needs to be used effectively to support our business & communication processes with time-saving and efficiency gains for staff and overall business performance.

Priority Management combines 2 **key elements**:

Productivity Training (why should we change what we do? what should we change? how do we do things better?) with **Technical Training** (how should we use the tech and when?). A best practise approach is taught then applied through a series of live exercises. We ensure you leave the training confident you can apply what you have been taught.

A Better Way To Work

Priority Management

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WorkingSm@rt using Microsoft Teams

This programme is built on
6 Key Principles:



- **Control:** set TEAMS up to work for us, not the other way round
- **Communication:** ensure participants know which tools to use in which situation and how to use them effectively
- **Collaboration:** use file sharing, real-time editing, shared tasks and new methods for managing meetings so that people are working together and able to find things easily
- **Clear Structure:** ensure that teams is structured in a way that reflects the business results you are trying to achieve
- **Commitment:** to succeed, TEAMS needs full buy-in and commitment from everyone. How does it fit with your **CULTURE?**

PHASE TWO:

1:1 on-line Coaching Session

3 weeks after training, 60 minutes per person

- Motivate participants to practise and maintain discipline
- Tailor the processes to suit your individual needs and challenges in your job

Benefits & Outputs:

- Operate effectively in the new shared workspace with transparency and trust at the heart of it
- Improve operational processes for project delivery and efficient working
- Increase accountability on group work & projects with faster decision making
- Free up time: easier to locate information, reduce internal email, faster access to files
- Easier planning & sharing of work & tasks with clear transparency around resourcing & tracking
- Competent and confident use of TEAMS by all staff within a clearly defined structure

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