

Microsoft Teams



Course Overview

Successful adoption of MS Teams for productivity requires more than basic training. This program focuses on equipping teams to leverage MS Teams' features effectively, enhancing collaboration and streamlining workflows for better outcomes.

Maximising MS Teams involves applying business processes within the platform. Organising channels and tasks to reflect existing workflows enhances efficiency and reduces confusion. Utilising real-time collaboration tools fosters creativity and connectivity, while establishing communication norms ensures meaningful contributions from all team members, driving performance and achieving goals.

Program Format

This is a one-day program that can be delivered face-to-face or as 2 x 3-hour virtual programs.

Course Objectives

- Understand the key role of team performance
- Learn the roles required for effective teamwork
- Assess your current tendencies as a Team player
- Set up Microsoft Teams and establish rules of engagement
- Understand how to manage both operational and project tasks
- Maximise the ability to effectively collaborate across and within teams

Course Outline

Working Sm@rt Behaviours for Teams

This unit will introduce you to Best Practice behaviours to guide your team's use of the available tools, as well as assess the current level of effectiveness of your Team Culture.

Working Sm@rt in Teams

During this unit, we will discuss the current performance of your team, be introduced to the characteristics of high performing teams, and assess the results of the Team Player Questionnaire.

Setting Up Teams to Work Sm@rt

You will gain a deeper understanding of what's available in Microsoft Teams and set up the main components to enable you to work smart with enhanced focus.

Creating Teams

You will discuss the functional requirements when using Microsoft Teams and learn how to set up and join teams and understand the available options.

Effective Team Communication

This unit will explore the impacts of current communications and you will learn how to communicate using the chat features available. You will also learn how to run effective meetings.

Maximising Collaboration

Understand the best practices for task and activity management and maximise results by using the productivity formula. Learn to delegate to team members and use Planner to track the progress of the work.

The logo for Priority Management Australia, featuring the word 'Priority' in a red, cursive script font with a registered trademark symbol, positioned above a photograph of a laptop screen displaying a Microsoft Teams meeting with multiple participants. A white mug is visible in the foreground on the left.

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Priority Management Australia

1300 187 203

admin@prioritymanagement.com.au

www.prioritymanagement.com.au