



Your Team Matters

Lunch and Learn



A Better Way To Work

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YOUR TEAM MATTERS

Organisational excellence begins with shared processes and tools that work seamlessly together.

Join us for an insightful session where you will learn how to effectively manage both operational and project tasks, unlocking the full potential of shared collaboration tools.

Discover how MS Teams integrates within the Office 365 toolkit to streamline communication, simplify workflows, and boost team productivity.

From managing tasks to fostering real-time collaboration, this session will equip you with actionable strategies to work smarter and achieve better outcomes.

Don't miss this opportunity to transform the way your organisation collaborates and excels with MS Teams and Office 365!

Outcomes:

- Smoother communication and collaboration
- Better organisation using channels and MS Teams
- Improved workflow with integrated 365 apps

Format

This program is delivered face-to-face or virtually as a 1-hour session.

Priority Lunch and Learn Presentations

Your Time Matters

Master self-leadership, manage distractions, and apply 5 Time Management principles to control tasks and emails.

Your Project Matters

Improve your ability to run projects on time and on budget with insights to make a real difference.

Your Notes Matter

Consolidate your notes into one digital space, staying organised with action items, ideas, and reminders.

Are You Effective or Efficient?

Understand the differences between efficiency and effectiveness and discover strategies to enhance productivity.

Your Copilot Matters

Unlock the power of Copilot for Microsoft 365 to streamline tasks, boost productivity, and enhance collaboration.

Your Meeting Matters

Learn a process to improve planning, execution, and follow-up, ensuring meetings deliver real value.

Your Impact Matters

Master the fundamentals of influence in work and life, building a foundation for advanced influencing tactics.

Your Energy Matters

Learn to manage your energy for peak performance, with strategies to boost focus, motivation, and overall well-being.