WorkingSm@rt®

MICROSOFT
+Teams

Who Should Attend:

Workgroups and teams including those who work in a Microsoft Teams environment.

Format:

- 6 hr instructor-led session using Teams or 4 hr web-based virtual classroom session
- Coaching session to reinforce learning

Tools Provided:

- Comprehensive Learning Guide and Resource Manual
- Subscription in our monthly LearningLink e-newsletter

Related Training:

- WorkingSm@rt in Meetings
- WorkingSm@rt using Outlook
- WorkingSm@rt using OneNote
- Priority Profile

Effective teamwork, collaboration and communication

At some point, every team feels a disconnect in collaboration and communication, but if it's a lot of the time, then you and your team need a road map to improve the process and get better results.

A sports coach will try to merge individual skills and strengths to show players that the whole is greater than the sum of its parts. When a person's focus changes from 'individual behaviors' to 'contribution to a goal', then anything is possible.

Whether you're a department, loosely knit work group or existing team, this workshop will take you through an important set of processes and tools to develop essential team skills.

This course will help you:

- Understand the key role of WorkingSm@rt to enhance team performance
- Set up Microsoft Teams and establish rules of engagement
- Maximize the ability to effectively collaborate across and within Teams
- Understand the best practices for communicating while using Microsoft Teams
- Understand how to manage both operational and project tasks

Priority® PMA - Philadelphia

Detailed Synopsis:

WorkingSm@rt® using Microsoft Teams

Priority's WorkingSm@rt using Microsoft Teams Workshop has been developed to empower you to take control of your work. Priority Management teaches you how to change behaviors and optimize the use of technology to take control of your time, productivity, collaboration and work results.

Introduction

We will discuss how working well in teams impacts your outcomes and identify your objectives for the Workshop.

Unit 1: WorkingSm@rt Behaviors for Teams

This unit will introduce you to Best Practice behaviors to guide your team's use of the available tools, as well as assess the current level of effectiveness of your Team Culture ("Esprit de Corps").

Unit 2: Setting Up Microsoft 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 Sm@rt with enhanced focus.

Unit 3: 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.

Unit 4: Effective Communication in Teams

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.

Unit 5: Maximizing Collaboration

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

Priority®

A Better Way To Work