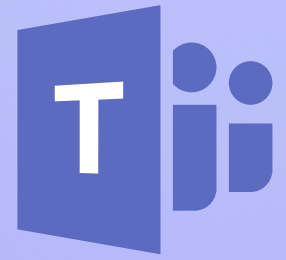


# PRIORITY MANAGEMENT YOUR TEAM MATTERS

## PRESENTATION



### OVERVIEW

For an organisation to excel, it needs to ensure that shared common processes and tools are maximised. This session introduces you to MS Teams, the core tool for teamwork, communication, and collaboration.

### PRESENTATION FORMAT OPTIONS

- 1-hour Face to Face presentation
- 1-hour web-based presentation

### KEY TAKEAWAYS

- Explore MS Teams through the 5 Productivity pillars (Clarity, Cohesion, Communication, Collaboration, and Connectivity)
- Establish rules of engagement
- Setup MS Teams to enable Best Practice Teamwork
- How to manage both operational and project tasks
- How MS Teams fits within the office 365 Collaboration Toolkit