WorkingSm@rt®

MICROSOFT
+Teams

Who Should Attend:
This course is designed for teams and workgroups that are required to communicate virtually, in an efficient manner within the Microsoft Teams environment.

Format:
- 1-day instructor-led session using Teams or
- 3.5-hour web-based virtual classroom sessions

Tools Provided:
- Comprehensive Learning Guide and Resource Manual
- Enrolment in our monthly LearningLink e-newsletter

Related Training:
- WorkingSm@rt in Meetings
- WorkingSm@rt using Microsoft Outlook
- WorkingSm@rt using Microsoft OneNote

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 the focus of a person changes from individual behaviour to contribution to a goal then anything becomes possible.

Whether you are a department, loosely knit workgroup, 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
- 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

Priority®

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Detailed Synopsis:

WorkingSm@rt® using Microsoft Teams

Priority's WorkingSm@rt using Microsoft Teams Workshop. This workshop has been developed to empower you to take control of your work. Priority Management teaches you how to change behaviours and optimise 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 our outcomes, and identify your objectives for the Workshop.

Unit 1: WorkingSm@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 ("Esprit de Corps").

Unit 2: WorkingSm@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 TeamPlayer Questionnaire.

Unit 3: 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.

Unit 4: 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 5: 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.

Unit 6: 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.

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A Better Way To Work