Group Work becomes visible + Easy to Monitor

WorkingSm@rt®
MICROSOFT
+ PLANNER & TEAMS

Organisations
are missing out if not using
TEAMS fully for Group Work

Take our complimentary
"Microsoft TEAMS Current Experience"
survey to see what you are missing

This course shows how to collaborate & execute Shared Work
including Projects and Standard Operating Procedures
using *WorkingSm@rt* productivity processes and Microsoft TEAMS

Key Takeaways:

1. Structuring TEAMS for Group Work + 'Taming TEAMS'

2. Assigning Group Tasks + Integrating with individual Tasks

3. File Management Policies & Procedures

4. Progress Monitoring

5. Communications within Group

6. Stakeholder Management

7. Reporting internally & externally

8. Guidelines/Best Practices

Training Content 4-hours (or 2 x 2 hours) Online Webshops:

WorkingSm@rt Instructor-led training combines BOTH Productivity Training (i.e. *Why* to use)
AND Tech Training (*How* to use)

Surveys:

1. Pre-Training "Current Experience" of TEAMS to establish training needs
2. Post-Training survey measures results

International Clients:

WorkingSm@rt + Microsoft TEAMS is used by many Fortune 500 companies, including Microsoft

Click here to book an online taster to see our unique training method
Related training: *WorkingSm@rt with Outlook* & *WorkingSm@rt with OneNote*

Priority®
A Better Way To Work