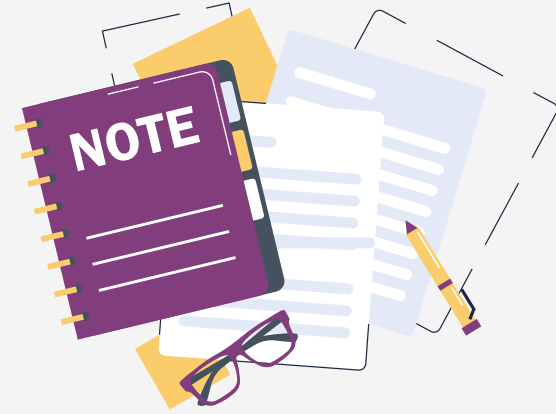


BUILD KNOWLEDGE & NOTES THAT DRIVE ACTION



Course Outline WorkingSm@rt with MS OneNote + Copilot

OVERVIEW

This international course makes OneNote highly effective for storing & finding all your notes & information quickly. Results include being better prepared for meetings & projects with everything about one topic in one place.

This course will help you to create, edit, organise and enhance notes with maximum flexibility in OneNote, while minimising the places you need to look. Copilot can be added to accelerate these ways to work.

LEARN HOW TO OVERCOME THESE CHALLENGES

- ▶ Time lost looking for information
- ▶ Cannot find conversations notes
- ▶ Meeting documents all over the place
- ▶ Research & ideas are often lost
- ▶ Actions in OneNote are isolated from own work
- ▶ Keep re-inventing Standard Operating Procedures
- ▶ Unsure how use OneNote in Microsoft Teams

BEHAVIOUR CHANGE TRAINING

1. Structuring Notes by Topic
2. Make notes - Not relying on memory
3. Sharing Information
4. Planning Meetings & Projects
5. Research & Collating Information
6. Conversation Tracking
7. Scheduling & Monitoring To Do's
8. Standardising Repeat Procedures

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WHO IS IT FOR

Suitable for virtual teams or for those whose schedules simply don't line up – administrators, project managers, team leaders, supervisors – anyone who makes notes and uses, or want to start using, Microsoft OneNote to its full advantage.

PRODUCTIVITY RESULTS



INSTRUCTOR-LED FORMAT

- ▶ Online 2 x 2 hours
- ▶ Face-to-face 4 hours

CLASS SIZE

- ▶ Maximum 20 participants

1-1 ONLINE COACHING

- ▶ Follow-up 60min to tailor the learning

DON'T JUST TAKE IT FROM US...



“Great for efficiency in meeting note taking, searching old notes, organising meeting and tracking projects or any other items.”

Government Client