

## CONSISTENT CLEAR COLLABORATION ACROSS TEAMS



### Course Outline WorkingSm@rt with Microsoft TEAMS + Copilot

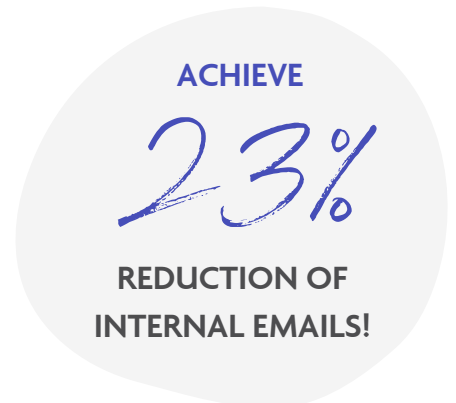
#### OVERVIEW

This international course shows how to really use Microsoft TEAMS comprehensively to be the ultimate collaboration hub, and to reduce the length of meetings.

The 'WorkingSm@rt' method simplifies communications, workflows, file & task sharing and gains productive time for each team every day. Copilot can be added to accelerate these ways to work.

#### LEARN HOW TO OVERCOME THESE CHALLENGES

- ▶ Unsure when to use Emails, Posts or Chat
- ▶ Wasting time finding Messages & Channels
- ▶ Messages are difficult-to-read & topics are jumbled up
- ▶ Losing track of requests in Messages
- ▶ Wasting time searching for Files
- ▶ Inefficient follow-up to actions agreed in meetings
- ▶ Confusing layout of TEAMS & Channels
- ▶ Too many interruptions from Notifications
- ▶ Inconsistent use of TEAMS by colleagues



#### BEHAVIOUR CHANGE TRAINING

1. Prioritise Incomings + layouts + alerts to make it easier to focus on priorities with fewer distractions
2. Messaging swiftly & by topic to minimise internal email & reduce meetings
3. Share & co-working on files to find data quickly + save time
4. Schedule all pending work & messages so that all work-in-progress is under control and reduce work-related stress
5. Share & assign Tasks + tracking progress to deliver shared work on time
6. Follow-up requests to others to encourage them to deliver reliably
7. Manage others' expectations resulting in fewer interruptions and more time for own work
8. Track conversations & notes to keep control of conversations by knowing who said what last time

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### AUDIENCE

This course is designed for anyone who wants to understand HOW to use Microsoft TEAMS to improve collaboration and transfer time-wasting activities from meetings into TEAMS.

### PRODUCTIVITY RESULTS (FIGURES TAKEN FROM [TAKEDA CASE STUDY](#))



**INSTRUCTOR-LED FORMAT**

- ▶ Online 2 x 2.5 hours or Face-to-face 5 hours

**CLASS SIZE**

- ▶ Maximum 20 participants

**1-1 ONLINE COACHING**

- ▶ 60 minutes follow-up to tailor the training

**CUSTOMISE WITH PRE-TRAINING SURVEY**

- ▶ "Microsoft TEAMS Current Experience" Survey used to customise the training content

### DON'T JUST TAKE IT FROM US...

Google  
Reviews ★★★★★

"Simplified some key team collaboration skills, and file sharing. It was also great to discuss the opportunities with the team and decide how/what to use."

Pharmaceutical Client