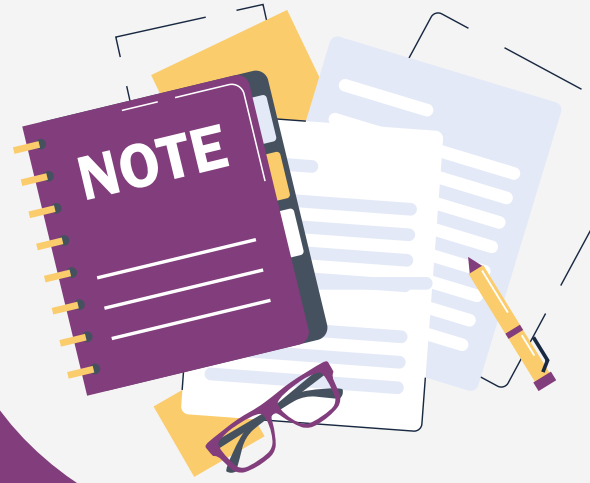


# FAST ACCESS TO NOTES & RESEARCH



## Course Outline WorkingSm@rt Processes for Microsoft OneNote

### 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.

### LEARN HOW TO OVERCOME THESE CHALLENGES

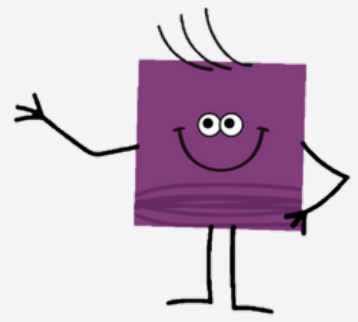
- ▶ Time lost looking for information
- ▶ Cannot find conversations notes
- ▶ Meeting documents all over the place
- ▶ Research & ideas are often lost
- ▶ Actions in OneNote are isolated from own work
- ▶ Keep re-inventing Standard Operating Procedures
- ▶ Unsure how use OneNote in Microsoft Teams

### BEHAVIOUR CHANGE TRAINING

1. Structure Notes by Topic to save time finding note
2. Learn how and where to make notes & not rely on memory and so free-up creativity
3. Know how to share information and gain productive time
4. Plan for Meetings, Projects & Managing Team with clear objectives to produce valuable results
5. Brainstorm ideas & plans to collect all contributions in one place
6. Track conversations & notes to keep control of conversations by knowing who said what last time
7. Schedule & monitor To Do's to deliver on time
8. Standardise Repeat Processes to ensure quality & consistency

More below!





# FAST ACCESS TO NOTES & RESEARCH

MEET OUR MASCOT, **Onty**  
**WorkingSm@rt**<sup>®</sup>  
MICROSOFT  
**+ OneNote**

## Course Outline

### 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

[FIND OUT MORE](#) 