

# SIMPLIFY WORKING IN TEAMS



## Course Outline WorkingSm@rt Processes for Microsoft TEAMS

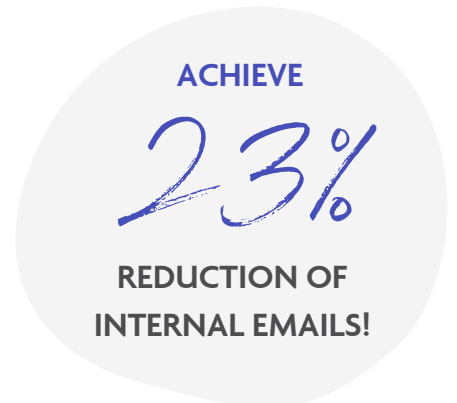
### OVERVIEW

This international course shows how to really use Microsoft TEAMS comprehensively to be the ultimate collaboration hub.

The 'WorkingSm@rt' method simplifies communications, workflows, file & task sharing and gains productive time for each team every day.

### LEARN HOW TO OVERCOME THESE CHALLENGES

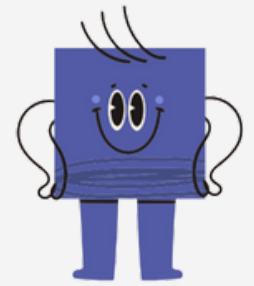
- ▶ Unsure when to use Emails, Posts or Chat
- ▶ Wasting time finding Messages & Channels
- ▶ Messages are difficult-to-read & topics are jumbled up
- ▶ Losing track of requests in Messages
- ▶ Wasting time searching for Files
- ▶ Inefficient follow-up to actions agreed in meetings
- ▶ Confusing layout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





# SIMPLIFY WORKING IN TEAMS

MEET OUR MASCOT, **TEAMS**

**WorkingSm@rt**<sup>®</sup>  
MICROSOFT  
+ Teams

## Course Outline

### AUDIENCE

This course is designed for anyone who wants to understand the HOW to use Microsoft TEAMS as well as the WHY to use it AND Teams that need to collaborate.

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

92%

IMPROVEMENT IN  
COMMUNICATIONS

54  MIN

SAVED A DAY BY USING TEAMS FOR:

- Efficiently sharing Files
- Quicker communications
- Collaborating on Projects
- Shorter Meetings

70%

IMPROVEMENT DELEGATING  
& ASSIGNING WORK

#### 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...



"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

[FIND OUT MORE](#) 

