

PRODUCTIVE



TEAMWORK WITH MS TEAMS

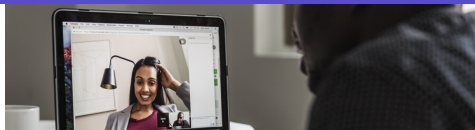
There is no use learning a new computer program or learning new technology if there is not a strong and consistent process that is being followed alongside it. We need to have protocols for communication, effective tracking of tasks and management of records. In the **PRODUCTIVE Teamwork with MS Teams** training, your team will not only learn about the functionality of the MS Teams program but we will also work with you to develop effective processes to use it as a tool that everyone uses with a consistent approach.

The current global environment has also intensified the need for employees to be able to work remotely. To enable scalable and sustainable remote working, modernised workplace technologies are needed.

Microsoft Teams is revolutionising the way we work and could be the answer to overcoming the inefficiencies we have all experienced with email. The core aim of Microsoft Teams is to connect staff and enhance collaboration, providing an alternative to – or even replacing – email communications. Think of it as a “digital translation of an open office space,” as a Microsoft spokesperson put it.

Why would you want to use Teams over email?

Email is everywhere, and it has been around seemingly forever. But is it really the most effective way for groups of people to collaborate on work and advance business objectives?



Everyone in a discussion stays on topic. Conversations happen in channels that are dedicated to certain topics. While email messages and threads make it easy to say, “oh, while we’re here” and divert the discussion onto an entirely different topic, conversations in channels are more likely to stay on topic, and thus the friction of getting information you need is reduced.

You will get less email. As more and more team members log on to Teams and move their work-related conversations to the platform, it is inevitable that short conversations that would have happened over email naturally find themselves happening in a channel where everyone can see and respond.

All resources are right there in front of you. Documents and conversations can all be found in one place (without leaving the app), even if physically the objects are stored in different parts of Office 365. For instance, documents and shared files live in SharePoint or One Drive but magically appear in relevant conversations in Teams.

Teams has a real-time feel to it, making collaboration “in the moment” easier than trying to trade emails with colleagues.

Teams integrates in with other apps from Office 365 and cloud based apps that help map out projects and track group tasks.

Online Meetings can be conducted through Teams



TALK TO US ABOUT A CUSTOMISED TRAINING SOLUTIONS FOR MS TEAMS.

Navigating MS Teams

- understanding the Teams screen, menus and sidebar

Creating Teams

- adding members
- conversation tab
- files tab
- adding channels

Conversations in Teams

- protocols for communication
- team chats
- private chats
- sending attachments and working with files
- target messages using @mentions
- add guests outside the organisation
- bookmark messages
- add emojis and GIFs

Managing Meeting in Teams

- scheduling a meeting
- joining and leaving a meeting
- making and receiving audio calls

Collaborate using apps

- setting up OneNote, MS Planner, One Drive in a team
- connect cloud based apps such as Evernote, Trello, Twitter (and thousands more) to a team channels

