

Become a Team Player with



Microsoft Teams

Do you want to...

- Improve productivity?
- Communicate more effectively?
- Work better together?
- Improve project management?
- Have your important files and apps organised all in one place?
- Keep your team secure?
- Find things easily?

Are you using Teams and want to...

- Create policies for using communications channels?
- Improve adoption and confidence to use Teams effectively?
- Learn the etiquette and best practices?
- Structure your teams and channels effectively?
- Learn how to become more productive?

Microsoft Teams has been designed to bring together groups of people who work closely, to get things done. Find out how you and your organisation can become quick and efficient working together, instead of feeling overwhelmed by new technology.

With the techniques and guidance provided on this course you will feel empowered and confident to use this product and manage your other forms of communication in a more efficient manner.

Who should attend?

This course is for users who are either using or thinking of using Microsoft Teams. As well as teaching you the functionality of Teams it will guide you on the etiquette and best practices of using the product.



What will it cover?

- Why and the benefits of using Teams
- Etiquette and best practices
- How to use Teams alongside other communication platforms
- Productivity benefits
- Use all the main features of Teams
- Setting up meetings
- Working on files together
- Managing teams and channels including permissions
- Creating tabs and incorporating apps
- Tips and tricks to use this product successfully



Location:

Resolution IT Ltd, Homefield, Rue De L'Epinel, Forest, Guernsey, GY8 0HL

Price:

£150 per person, including light refreshments

Classroom-based hands-on training, with small class numbers to obtain maximum benefit from your learning experience. Can also be run onsite or customised to suit your organisation's requirements.

Please contact Tonia Meakin by email tonia.meakin@resolution-it.co.uk or telephone on **01481 267338** for more information.