

WorkingSm@rt with

Microsoft Teams:

Driving effective teamworking
with Microsoft Teams

Priority[®]

A Better Way To Work

ONLINE TRAINING TO HELP
YOU AND YOUR TEAM TO
WORKSM@RT



Whether working remotely or from the office, teams face many challenges to staying productive, connected, and engaged.

Priority Management is a 40+ year established global leader in workplace productivity. Our team has developed an impactful online program to help delegates leverage Microsoft TEAMS to develop effective teamworking, keep connected, and optimize communication and transparency.

Learning Outcomes

- ✓ Use TEAMS to make you and your team more productive
- ✓ Understand the 'rules of engagement' necessary for effective teamworking and collaboration
- ✓ Improve your communication in TEAMS. Learn when to use TEAMS versus email or a Channel Post versus a Chat.
- ✓ Set up TEAMS for WorkingSm@rt to reduce interruptions and notifications and to stay focused on key work
- ✓ Reduce the proliferation of Teams and structure your Teams and Channels to enhance teamworking.
- ✓ Gain an overview of managing project collaboration in TEAMS by leveraging Planner and OneNote

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Training Format

- Instructor-led, online via MS Teams
- Half-day or 2 x half-day plus coaching follow-up
- Up to 20 attendees per class

"The training is very well-structured, very dynamic and interactive, with some great tips and tricks and valuable information shared ... participants leave with key takeaways & valuable, practical information that really help in maximising the benefits of using MS Teams."

- Global Software Company

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MICROSOFT
+Teams