# WorkingSm@rt with Microsoft TEAMS & 365

## Driving effective teamworking and performance

**Priority®**

A Better Way To Work

## Empower your team with Microsoft TEAMS - so much more than Chat and online meetings

Priority Management is a 40+ year established global leader in workplace productivity.

Get more out of Microsoft Teams! This impactful and practical online workshop will help delegates harness the power of TEAMS & 365 to stay connected, foster a culture of open transparency and transform the way you work together.

## Learning Outcomes

Elevate your individual and team productivity using WorkingSm@rt best practices and processes.

- ✓ **Master the art of collaboration:** develop clear 'rules of engagement' for peak performance

- ✓ **Revolutionise communication:** know when and why to use TEAMS Channel posts versus Chat versus email

- ✓ **Prevent Inbox overload:** let TEAMS streamline your collaboration processes to reduce email volumes

- ✓ **Optimise workflow in TEAMS:** minimise distractions and prioritise your TEAMS "inbox" to maximise focus

- ✓ **Avoid Teams sprawl:** structure your Teams and Channels to simplify teamworking and collaboration

- ✓ **Effortlessly manage meetings and file sharing:** develop centralised libraries for easy access and efficiency

- ✓ **Increase your efficiency:** transform your task execution and message follow up to get things done effectively WorkingSm@rt practices to control your workload

- ✓ **Leverage Copilot:** Learn how to optimise Copilot to support effective workflow and save time

## Training Format

Live instructor-led online format
Practical hands-on learning
2 x half-days + 1-hour review
Up to 20 attendees per class
Comprehensive online materials

## Insights from delegates

*"Fantastic sessions …Not just Teams but the MS environment is so much clearer for me now"*

*"Really valuable workshop"*

*"The facilitator is fabulous - so knowledgeable and engaging"*

**WorkingSm@rt®**
MICROSOFT
+Teams