

ONE-202

Work together as a Team with OneNote



You are already using OneNote and want to implement best practices for team collaboration?

Thanks to the Sylbert method, you will finally regain control over the organization of your team information and save time using proven models.

As a bonus, learn how to create page, section and notepad templates and save time.

Objectives

With this training, participants will be able to:

- Centralize all your team or project notes and references in one place by sharing your OneNote notebooks
- Use the Sylbert method to effectively manage your projects and team meetings with OneNote
- Explore and install effective templates for checklists, meeting management, and project trackers

Practical information

Duration	3 hours
Level	Intermediate
Number of participants	7 participants
Languages available	French - English

Prerequisites

ONE-101 or Advanced knowledge of OneNote

Target audience

For participants already using OneNote and that are looking for a solution to organize project and meeting information within their team.

Content

- Share its notes
- Create templates for pages, sections, and notepads
- Use the Sylbert method for team project management
- Use the Sylbert method for the organization, facilitation, and follow-up of team meetings
- Manage versions, history, and trash of the notebook
- Integrative exercise and real simulations

Included with your training



Complete manual with
step-by-step explanations



Exercise worksheets
seen in class



Training
Certificate



Recognition Badge that you can
share on your LinkedIn page



Post-training follow-up
offered for 6 months