

PLA-101

# Efficiently manage your projects and tasks with Planner



## Objectives

With this training, participants will be able to:

- Improve the presentation of report and tables and their layout
- Use Planner to manage team tasks
- Apply a standardized method of organization in Planner
- Track projects efficiently
- Create plans from proven templates

## Practical information

<b>Duration</b>	3 hours
<b>Level</b>	Beginner
<b>Number of participants</b>	7 participants
<b>Languages available</b>	French - English

## Prerequisites

General knowledge of the Windows environment

## Target audience

Managers and administrative staff

## Contenu

### 1-Using Planner to create team tasks

- Connecting to Planner
- Creating plans and adding tasks
- Adding buckets
- Assigning tasks
- Integrating Planner with Teams
- Get to know the mobile version of Planner

### 2-Efficiently manage tasks with the Sylbert method

- Apply Sylbert's method in organizing your team tasks
- Tracking project tasks using different views per user, priority, due dates, etc.
- Integrating tasks triggered from Planner with your other professional tasks using Tasks by Planner and To Do

### 3-Team tasks plan creation workshop

- Things to consider when creating task plans
- Structuring plans according to common use case scenarios (HR, marketing, engineering, IT, customer service, etc.)
- How to create reusable plan and task templates

## 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*