Sylbert
CRÉATEUR D'EFFICACITÉ

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

Duration	3 hours
Level	Beginner
Number of participants	7 participants
Languages available	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