

## **TEA-101**

# Master the essential features to collaborate effectively on Teams



## **Objectives**

With this training, participants will be able to:

- Use the basic features of Teams to collaborate effectively as a team
- Apply good practices to facilitate team collaboration

## **Practical information**

**Duration** 3 hours

**Level** Beginner

Number of participants 7 participants

Languages available French - English

## **Prerequisites**

Completion of DRI-101 training or master the basics of managing and sharing cloud-based documents using OneDrive or SharePoint

# **Target audience**

Any individual wishing to start using Teams for team collaboration

## Content

#### 1 - Connect to Teams

- Open the Teams app
- Adjust your settings
- Overview and navigation
- Using the chat feature

#### 2 - Collaborate as part of a team

- Using and creating channels
- Participate in a conversation
- Create a conversation
- Create and share files
- Use OneNote and Planner to create task lists
- Technique to prioritize the reading of missed conversation
- Adjust your notifications
- Good practices for team collaboration

#### 3 - Create effective meetings with Teams

- Plan a Teams meeting
- Join using video conferencing and screen sharing options
- Join using the Teams mobile app
- Facilitate team communication and collaboration

# 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