



MICROSOFT TEAMS TRAININGS

Find our lesson plans and the competencies summary taught in our trainings.



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Competencies Table

Targeted competencies	TEA-101	TEA-201	TEA-301
Use Teams every day for text, audio, and video communications with your work team.	✓		
Apply communication best practices in Teams according to the Sylbert model.	✓		
Create channels and conversations in a Teams team.	✓		
Connect note-taking and task management tools to the team.	✓		
Schedule and hold meetings in Teams.	✓		
Share your screen and use interaction tools during Teams meetings.	✓		
Apply modern collaboration best practices in Teams.		✓	
Avoid information silos and improve team organization using templates.		✓	
Have effective team communication rules to avoid notification overloads (customizable template provided).		✓	
Energize remote team meetings.		✓	
Explore different techniques to collaborate effectively with external collaborators.		✓	
Become a super user in Teams.			✓
Understand the connection between M365, Teams, and SharePoint groups.			✓
Apply best practices for creating teams.			✓
Customize settings and add apps to teams.			✓
Add and manage internal and external members of the organization.			✓
Explore the potential of apps, connectors and bots.			✓

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



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Post-training follow-up offered for 6 months

TEA-201

Optimize the organization of your Teams interface by mastering best practices



Objectives

With this training, participants will be able to:

- Improve their team's effectiveness using techniques, tools, and best practices in Teams.

Practical information

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

Prerequisites

Using Teams for team communications and file sharing

Target audience

Management and administrative staff

Content

1 - Improve Teams Organization

- Understand the role of Microsoft 365 tools for teamwork (OneNote, Planner, SharePoint, OneDrive, Outlook, etc.)
- Structure its public and private channels to avoid siloed- information
- Improve document management with templates and techniques (Optimum location, nomenclature, read-only files, file extraction and archiving)

2 - Gain Efficiency in Using Teams

- Techniques to communicate more effectively (@mentions, tags, best practices)
- Template of « Team rules in Teams » to customize
- Optimize your interface and notifications using the 5S method
- Search like a pro (filters, shortcuts, favorites)

3 - Explore Tools to Simplify Remote Collaboration

- Team collaboration in document publishing
- Ask for approvals via Teams
- Launch live surveys with Forms
- Demonstration of the Whiteboard tool (Tableau blanc)
- 3 ways to work with outside collaborators

4 - Next actions

- Additional resources and training

Included with your training



Complete manual with step-by-step explanations



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TEA-301

Become an expert in creating and configuring Microsoft Teams



Objectives

With this training, participants will be able to:

- Understand the information architecture of Teams (Microsoft 365 Groups, Team Sites, SharePoint, etc.)
- Apply best practices for team management in Teams
- Explore advanced features in Teams

Practical information

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

Prerequisites

Completion of the TEA-101 training or master its content

Target audience

Anyone acting as a team owner or administrator in Teams

Content

1 - Teams information architecture (50%)

- Overview of Microsoft 365 Groups
- Overview of Microsoft 365 Team sites
- Organizing and saving files in SharePoint
- Structure of Team Notebook in Teams

2 - Effective team creation in Teams (40%)

- Good practices for team creation
- Adjust team settings
- Add relevant tabs
- Add and manage external members (guests)
- Create team models

3 - Explore advanced features in Teams (10%)

- Add applications
- Add connectors
- Add bots

Included with your training



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For more than twenty years, we have been supporting companies towards efficiency through the acquisition of new skills on their Microsoft 365 software.

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