

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