

TEA-201-365

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	8 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
 - PARA method
 - Classic folder nomenclature
 - File extraction and archiving

3 - Explore Tools to Simplify Remote Collaboration

- Team collaboration in document publishing
- Ask for approvals via Teams
- 4 ways to work with external collaborators

4 - Additional resources and training

2 - Gain Efficiency in Using Teams

- Creating sections in 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)

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