Sylbert
Efficiency creators

ONE-201-365

How to Organize a Team Notebook to Facilitate Collaborative Work

Objectives

With this training, participants will be able to:

- Centralize all shared notebooks in the OneNote Desktop version
- Adopt new methods to improve teamwork in OneNote
- Apply the Sylbert method for team meetings organization, animation and follow-up
- Explore and install effective templates for checklists control, meeting management and team project follow-up

Practical information

Duration	3 hours
Level	Intermediate
Number of participants	8 participants
Languages available	English - French

Prerequisites

Have completed ONE-101 training or have advanced knowledge of OneNote. Already working in team notebooks or planning to do so soon.

Target audience

For participants already using OneNote and that are looking for a solution to organize projects and meeting information within their team.

Content

1 - Essential Functions

- Understand OneNote's role in the Microsoft 365 ecosystem

- Access Team Notebooks across Teams, Planner, SharePoint, and OneDrive apps to open them in the OneNote Desktop version

- Take notes of meetings and track actions in an organized and real-time way with Outlook and/or Microsoft To Do

- Manage notebook versions, history, and Recycle Bin.

2 – Page templates

- Create more elaborate page templates:
  - Welcome page in team notebooks
  - Joint project pages

- Find your ideal structure among several examples of notebooks for your different needs

3 – Best practices

- Implement good team project management practices

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