

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 meeting organization, animation and follow-up
- Explore and install effective templates for checklists, meeting management and team projects follow-up

Practical information

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|----------------------------|------------------|
| Duration | 3 hours |
| Level | Intermediate |
| Languages available | English - French |

Prerequisites

Have completed ONE-103 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
- Group notes from across Teams, Planner, SharePoint, and OneDrive apps to 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
- Do advance searches, manage page 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