

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
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, shared and private channels to avoid siloed information
- Improve document management with templates and techniques
 - PARA method
 - Classic folder nomenclature
 - File extraction and archiving

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)

3 - Explore Tools to Simplify Remote Collaboration

- Team collaboration in document publishing
- Ask for approvals within Teams
- Team collaboration with Loop during a meeting
- 4 ways to work with external collaborators

Included with your training



Downloadable training references for you to keep



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