ADVISICON
ACADEMY

Our mission is to deliver technology, tools and training to maximize impact, productivity and purpose

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Microsoft Partner
Gold Project and Portfolio Management
Gold Data Analytics
Gold Cloud Productivity
Gold Windows and Devices
Silver Collaboration and Content

■ Microsoft

PMI
Project Management Institute.

MICROSOFT TEAMS **FUNDAMENTALS**

COURSE **OVERVIEW**

Microsoft Teams is the new communication and collaboration hub for Microsoft 365. From persistent chat to content sharing to video/web conferencing, Teams is truly the hub for teamwork. This two hour workshop will teach attendees everything they need to know about how to use Teams to its fullest to make teams in your organization more efficient, more productive, and have fun along the way.

This course can be delivered in-person or remotely. There are no prerequisites for this course.

We cover these key topics:

- Create & join Teams
- Collaborate in calls, meetings, & chats
- Boost productivity through search, app pinning & meeting scheduling

- Work in & manage channels
- Manage documents in Teams/SharePoint
- Use 3rd party apps, connectors, & bots
- On the go with the Teams Mobile App

WHO SHOULD **ATTEND**

This course is targeted for any project stakeholder interested in learning about how to maximize team collaboration in projects.

COURSE **MATERIALS**

Course materials are comprised of a presentation and exercises as well as a Microsoft Teams QuickStart Guide. Attendees may also earn Professional Development Credits from the Project Management Institute (PMI®).

CLIENT **RECOMMENDATIONS**

...thanks for the training session today! Was very informative. Can't wait until we 'get there' with our toolset here at SCDOR.

Marjorie
Manager PM Services, South Carolina DOR

The consultative training approach was so effective! When can you come back?!?

Paul
Senior Project Manager, Archer Daniels Midland

I've had several folks that have reached out to me about (the) workshop...really good information was shared!

Cassie
PMO Analyst, Oregon Health Authority

LEARNING OBJECTIVES

Teams Overview

- Application overview
- Create and join Teams
- Create and manage channels

Integrate Other Apps

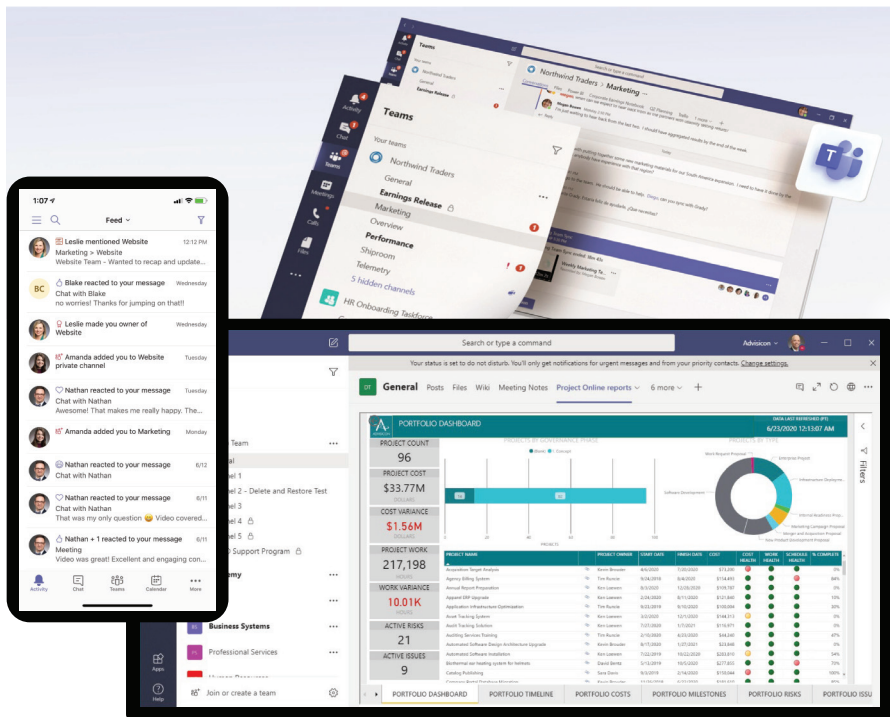- Sync with Outlook
- Embed Planner boards
- Source content with connectors
- Use 3rd party apps & bots

Boost Productivity

- Use Search and Filters
- Pin favorite apps & channels
- On the go with the Teams mobile app

Work With Others

- Conduct calls and meetings
- Chats & channel conversations
- Collaborate on files

COURSE INSTRUCTORS & ACCREDITATION

This course will be taught by an experienced instructor who is knowledgeable in the field of Project Management, collaboration and MS Teams. Your attendees will obtain key knowledge on how to leverage Microsoft Teams and the applications available within it to optimize collaboration, reporting, and process automation.

Advisicon's goal is to improve your processes and technologies, thus creating measurable results. For over 25 years, we have successfully helped customers learn, scale, and grow.

PAIN POINTS
THIS COURSE HELPS!

WE NEED TO GET ON THE SAME PAGE!

Stop exchanging emails and get your project team aligned in real time with Teams chat and video conferencing.

UNPRODUCTIVE WORK MEETINGS

Let work done in your meetings instead of talking about what needs to be done. With full Microsoft 365 tool integration, review and collaborate on your documents and files during the meeting.

STAY IN TEAMS & LIVE IN TEAMS!

End the back and forth with your various desktop and cloud applications. Locate your critical project resources including schedules, reports, and tools via channels and tabs in Teams.

I NEED SMARTER DOCUMENT STORAGE

Now you can simplify your document management in Teams thanks to SharePoint & OneDrive connections. Effortlessly sync and manage your files where you want to manage them.