Microsoft Teams Training

We can help you every step of the way

The Benefits and Impact of Microsoft Teams

4 hrs/wk — are saved by information workers through improved collaboration and information sharing

17.7% — improvement of time-to-decision made by decision makers

150 trips — average number of overnight trips replaced with online meetings by Year 3

88% — of survey respondents felt "having all of our solutions in one place saves time"

45 minutes — per week are saved by firstline workers collaborating with colleagues

18.9% — reduction in meetings each week

Solution 1

Teams Training 1-hour session

Overview:
Our Working from Home training is designed to introduce both technology and practical disciplines to get you working as productively as possible. We focus on the Microsoft Teams product as our centrepiece technology and weave practical tips and tricks throughout the session to help you get up and running at home quickly and efficiently. This training can be tailored to your individual requirements and will be based on your current implementation of Teams. This will require a 30-minute scoping call to finalise the agenda.

Below is a typical agenda:
• Launch & Navigate Microsoft Teams
• Set up your profile and notifications
• Use chat and calling for 1:1 and group conversations
• Schedule and conduct meetings
• Share and collaborate with documents
• Create and manage teams

Duration:
60 mins, 4 sessions a day

Who should attend:
Anyone who is new to Teams will find this course helpful, especially if they are exploring the possibility of working remotely.

Prerequisites:
No prior experience of Teams is required to attend this course but the course is delivered via webinar so you will need access to a computer with an internet connection to participate.

Participants:
Approx. 12 per session. This headcount allows delegates to participate more fully and ask questions.

Costings:
Public Sector: £750 a day
Commercial: £850 a day

Solution 2

eLearning Portal

Overview:
Our eLearning portal is designed to bring Microsoft Teams users quickly up to speed, hence improving their productivity.

Benefits:
Productivity gains - boosts employee productivity by teaching new capabilities
Time savings - focused training helps users get up to speed quickly
Most Valuable Professional (MVP) content - all content is produced by Microsoft MVPs, giving customers the most accurate and insightful information
Role based learning - short videos focused on specific real-world tasks keep training relevant
Just in Time learning - an extensive knowledge base, enabling employees to find the answers they need, quickly.

Costings:
Public Sector: £0.60p per user per month
Commercial: 0.80p per user per month

Lets Talk

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