



Microsoft Teams Live Training Sessions for Employees

CATALOG

Training Topic Overview



Microsoft Teams and SharePoint (up to 25 participants per session)

STANDARD TRAINING TOPICS (5)

Connect to people, information, and content to improve productivity and increase collaboration.

- Microsoft Teams Essentials 1-hour
- Empower Teamwork in SharePoint 1-hour
- Run Effective Meetings in Microsoft Teams 1-hour
- Collaborative Workspaces in Microsoft Teams 1-hour
- Streamline Productivity with Apps Integration 1-hour

Microsoft 365 (up to 25 participants per session)

ADD-ON TOPICS : 1 HOUR EACH Transform adoption, manage platforms, create essential content, and simplify work to capture insights and streamline workflow.

- OneDrive
- Microsoft Planner
- OneNote
- Power Automate
- Stream
- Outlook Email and Calendaring
- Advanced Features in Word
- Advanced Features in PowerPoint
- Excel Essentials for Business

Microsoft Teams Essentials

Introduction to the features and capabilities of Microsoft Teams, a central hub for collaboration and communication in Microsoft 365.

Learn to use Teams for teamwork and communication in any workplace environment and on a multitude of devices. Gain an understanding of the Teams experience, navigate the environment, and employ best practices for management and adoption.

OBJECTIVES

- Explore Teams user experience
- Understand Teams architecture
- Explore Teams desktop, online, and app
- Utilize management and notification tools
- Best practices for adoption and engagement



SKILLS
Introductory



CLASS SIZE
Up to 25



FORMAT
Virtual



LENGTH
1 hour

Empower Teamwork in SharePoint

Utilize SharePoint to collaborate, share, and interact with content and information. Integrate Microsoft 365 applications, access on any devices, manage documents and workflow, and promote teamwork with live collaboration.

Learn to create a SharePoint landing page and site, navigate the site menu, build pages with rich content, and integrate with Microsoft Teams.

OBJECTIVES

- Navigate the SharePoint platform
- Build a landing page and site
- Learn to manage content, share, & collaborate
- Understand permissions and settings
- Integrate with Microsoft Teams



SKILLS
Introductory



CLASS SIZE
Up to 25



FORMAT
Virtual



LENGTH
1 hour

Run Effective Meetings in Teams

Learn to make meetings engaging, effective, and efficient. Teams meetings provides the opportunity to share, collaborate, and work with colleagues and partners in real-time. This session will introduce best practices for setting up a meeting, collaboration during and meeting, and post meeting strategies to ensure timely follow-through.

OBJECTIVES

- Set up the meeting experience (Permissions, Audio, Visual, Meeting Options, Captions)
- Send agendas and context before the meeting
- Share live applications, notes, and documents
- Post files and action items post meeting
- Access meeting recordings



SKILLS
Introductory



CLASS SIZE
Up to 25



FORMAT
Virtual



LENGTH
1 hour



Collaborative Workspaces in Microsoft Teams

Microsoft Teams provides a fundamentally different way of working, redefining collaborative experiences in the workplace. In this session learn how to create collaborative workspaces within this digital hub. Determine the best approach for team collaboration; understand whiteboard, notes, and live files; and implement strategies to manage and organize your teams' work.

OBJECTIVES

- Define workspaces
- Identify collaboration needs
- Understand Whiteboard, Notes, and Files
- Explore strategies for best practices and implementation



SKILLS

Introductory



CLASS SIZE

Up to 25



FORMAT

Virtual



LENGTH

1 hour

Streamline Productivity with Apps Integration

Microsoft Teams integrates with Word, PowerPoint, OneNote, SharePoint, Planner, Stream,, and more to provide team members with the information they need, when they need it. This session will introduce how to integrate your applications into the Teams environment. Modernize your workflow to provide timely updates, complete tasks, and provide updates and real-time communication.

OBJECTIVES

- Learn to integrate apps into Microsoft Teams
- Explore Microsoft Planner, To-Do, and Lists
- Utilize bots and connectors
- Customize your Teams platform



SKILLS

Introductory



CLASS SIZE

Up to 25



FORMAT

Virtual



LENGTH

1 hour





Microsoft 365 for Business Add-On Topics

OneDrive 1 HOUR



Understanding and setting up OneDrive, how to organize, save, upload, and share folders and files for easy access across any device. Best practices for sharing content to colleagues and those outside of the organization.



CLASS SIZE
Up to 25



FORMAT
Virtual

Microsoft Planner 1 HOUR



Create agile plans allowing team members to organize work, assign tasks, collaborate, establish deadlines, and share files. Use the dashboard to gain valuable insights, track workflow, view updates, and stay organized on multiple projects.



CLASS SIZE
Up to 25



FORMAT
Virtual

OneNote 1 HOUR



Sync notes, ideas, and content across all devices using OneNote. Stay organized and productive with multi-location collaboration, project management, and documentation.



CLASS SIZE
Up to 25



FORMAT
Virtual

Power Automate 1 HOUR



Create workflows using common applications and services in Microsoft 365 account. From simple tasks to complex workflows, use Power Automate to automate tasks, streamline business, and work more efficiently.



CLASS SIZE
Up to 25



FORMAT
Virtual

Stream 1 HOUR



Learn to access, organize, and manage Stream, a secure video and live streaming tool in Microsoft 365. Create and share company videos, including meetings, trainings, presentations, interviews, and more. Navigate the Stream dashboard and explore how to add engagement tools such as polls and surveys.



CLASS SIZE
Up to 25



FORMAT
Virtual

Outlook Email and Calendaring 1 HOUR



In this session participants will learn to set-up and customize Outlook. Explore advanced functions in creating and sending emails; learn to organize inbox, contacts, and tasks; and manage personal and company calendars.



CLASS SIZE
Up to 25



FORMAT
Virtual

Advanced Features in PowerPoint 1 HOUR



PowerPoint is a powerful presentation and interactive tool. Learn to add hyperlinks, roll over images for additional information, and add animations. Add visual interest and engagement; automate presentations; embed content; and present LIVE.



CLASS SIZE
Up to 25



FORMAT
Virtual

Advanced Features in Word 1 HOUR



Microsoft Word is more than just a word processing application. In this session learn to apply advanced features for collaboration, accessibility, formatting, and editing.



CLASS SIZE
Up to 25



FORMAT
Virtual





Excel Essentials for Business 1 HOUR



In this session, learn to navigate the Excel platform, format spreadsheets for optimization, perform calculations with basic functions and formulas, and add visual graphics using charts and graphs.



CLASS SIZE
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FORMAT
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Mindfulness in the Workplace 1 HOUR

Explore adding Mindfulness as part of your daily work routine. Learn to utilize the Microsoft 365 platform to embed experiences as part of the company norm. From insights to praise; focus time to well-being; and mindful app integration such as Headspace and Calm; find the right tools to bring mindfulness into the forefront and help team members work smarter.



CLASS SIZE
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FORMAT
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CONTACT:

BOXLIGHT GROUP (UK) LTD BELFAST

BT16 1QQ.

TEL: 028 90 485015

E: MTR@BOXLIGHT.COM

