



MASTERING MICROSOFT TEAMS

Communicate faster. Collaborate better.
Keep your team connected.

Learn how to use Microsoft Teams to communicate, collaborate, manage files, run meetings, and centralize teamwork across your organization.



1 Day

(9:00 a.m. – 4:00 p.m.)



DELIVERY

Live instructor-led



RESOURCES

Learning guide
+ guided exercises



LANGUAGE

English or French



OVERVIEW

Microsoft Teams provides a highly collaborative environment for communication, meetings, file sharing, project coordination, and teamwork. This practical course helps participants use Teams more effectively to improve productivity and collaboration.



WHO THIS COURSE IS FOR

- ✓ Employees who collaborate with colleagues and project teams.
- ✓ Managers and team leaders coordinating work across multiple people.
- ✓ Microsoft 365 users looking to improve communication and teamwork.
- ✓ Organizations standardizing collaboration through Microsoft Teams.



EXPECTED OUTCOMES

After this course, participants will confidently use Microsoft Teams to communicate, collaborate, manage content, and coordinate work more effectively.



Streamline team communication.



Collaborate on files and content.



Organize and participate in meetings.



Centralize teamwork and discussions.



Manage Teams settings and permissions.

COURSE TOPICS

01



Setting Up Teams
Create and manage teams.

02



Managing Channels
Organize channels and notifications.

03



Channel Conversations
Post messages, mentions, and announcements.

04



Working with Files
Share, organize, and manage content.

05



Teams Chat
Communicate through chats and groups.

06



Teams Meetings
Schedule, manage, and participate in meetings.

07



Teams Apps
Use Planner, To Do, and Approvals.

08



Search & Settings
Find information and personalize Teams.



GUIDED PRACTICE

Practise Microsoft Teams collaboration in realistic workplace scenarios.



UNLIMITED POST-TRAINING EMAIL SUPPORT

Get expert answers and practical guidance whenever questions arise after the course.



CUSTOMIZABLE

Tailored to your organization and industry.



PRACTICAL

Real-world Microsoft Teams examples.



IMMEDIATE IMPACT

Strengthen communication and teamwork immediately.

