

MASTERING MICROSOFT PLANNER

Organize work. Track progress.
Keep everyone aligned.

Learn how to use Microsoft Planner to organize work, manage tasks, assign responsibilities, track deadlines, and collaborate effectively across Microsoft 365.



DELIVERY

Live Virtual
Instructor-Led



RESOURCES

Learning Guide
+ Guided Exercises



LANGUAGE

English or French



OVERVIEW

This hands-on course introduces Microsoft Planner and demonstrates how it helps users organize work, manage tasks, assign responsibilities, track deadlines, and collaborate effectively across Microsoft 365.



WHO THIS COURSE IS FOR

- ✓ Employees, managers, administrators, project coordinators, trainers, analysts, and knowledge workers.
- ✓ Microsoft 365 users looking for practical Planner examples.
- ✓ Teams seeking better task visibility and accountability.



EXPECTED OUTCOMES

Participants will confidently create, manage, organize, and track work using Microsoft Planner.



Create and manage plans.



Organize tasks into buckets.



Assign responsibilities clearly.



Track progress and meet deadlines.



Integrate Planner with Microsoft 365 apps.

COURSE TOPICS

01



Introduction to Planner

Planner task management fundamentals.

02



Planner in Teams

Manage tasks within Teams.

03



Setting Up Plans

Create and manage Planner plans.

04



Task Buckets

Organize work into categories.

05



Managing Tasks

Assign, track, and update tasks.

06



Tracking Progress

Monitor priorities and deadlines.

07



Planner Views

Use Grid, Board, Schedule, and Charts.



GUIDED PRACTICE

Practise Microsoft Planner skills 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 Planner examples.



IMMEDIATE IMPACT

Improve task management immediately.

