

WorkingSm@rt in Meetings using Microsoft TEAMS

Leading & participating in
successful & impactful
online meetings



A Better Way To Work

PRACTICAL TRAINING TO
HELP YOU AND YOUR TEAM
TO WORKSM@RT



Learning Outcomes

This practical, online training program is highly beneficial for anyone who needs to **lead or attend** meetings using *Microsoft TEAMS* and wants to maintain individual and team effectiveness, engagement, and performance.

- ✓ **Planning for success:** key steps to take prior to online *Microsoft TEAMS* meetings
- ✓ **Enhancing engagement and connection:** improving focus and attention during *Microsoft TEAMS* meetings
- ✓ **Delivering results:** ensuring meetings are run on time and on target with clear outcomes
- ✓ **Securing the follow-up:** creating post-meeting process for easy management of meeting minutes and individual and team follow-up actions
- ✓ **Utilise key 365 apps:** Learn how MS 365 can support best practices and processes for optimizing your meetings
- ✓ **Enhancing the meeting experience:** Learn how to utilize key functionality, including Copilot, to improve all your meetings

Unleash the potential of Microsoft Teams to get more from your meetings

Remote or hybrid working is the new normal for many organizations, and staying on point, connected & productive has become more challenging – especially with online meetings.

Priority Management is a 40+ year established global leader in workplace productivity. Our team has developed this impactful online program to enable delegates to optimise online meetings using Microsoft Teams.

Training Format

- Online instructor-led
- Half-day - 3.5-hours
- Up to 20 delegates per

Insights from delegates

"This training is highly recommended - THANK YOU! It's awesome. Lots of good tips and food for thought."

-Global asset management company

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in Meetings