

WorkingSm@rt with OneNote:

Harnessing the power of OneNote to improve Individual and team effectiveness



A Better Way To Work

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



Whether working remotely or from the office, there are many challenges to optimising our performance and productivity.

Priority Management is a 40+ year established global leader in workplace productivity. Our Asia team has developed an impactful and practical overview workshop, delivered online, to help delegates maintain individual and team working effectiveness and improve collaboration, information sharing and teamworking by leveraging Microsoft OneNote.

Learning Outcomes

Unlock the power of Microsoft OneNote as a productivity tool using *WorkingSm@rt* best practices and processes

- ✓ Create your own digital library for notes & information
- ✓ Learn best practices for managing information & data
- ✓ Understand Notebook structures and key functions
- ✓ Discover how OneNote is integrated within MS Teams
- ✓ Understand how to work with shared notebooks across teams
- ✓ Improve collaboration with colleagues
- ✓ Leverage OneNote for more effective meetings

Training Format

- Instructor-led
- online webinar
- 1 x half-day + 1-hour review
- Up to 20 attendees

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+ OneNote