

# Teams e-learning channel

**Practical course - 1d - 04h23 - Ref. 8TE**

**Price : 190 CHF E.T.**

Plongez dans l'univers collaboratif de Teams et découvrez comment cette plateforme révolutionnaire peut transformer votre façon de travailler. Vous êtes-vous déjà demandé comment maintenir une communication transparente et efficace avec vos collègues ou au sein d'une équipe ? Cette chaîne spécialisée sur Teams vous permettra de répondre à cette question. Vous apprendrez à utiliser les fonctionnalités du logiciel Teams pour communiquer et collaborer au quotidien dans votre activité. Préparez-vous à repenser la manière dont vous travaillez et à explorer les multiples facettes de Teams pour une efficacité optimale.

## Teaching objectives

**At the end of the training, the participant will be able to:**

- ✓ Master the Microsoft 365 environment.
- ✓ Use online office applications: OneNote, Office Online, Outlook Online.
- ✓ Use SharePoint Online's team sites and libraries.
- ✓ Discover Teams, manage a team and channels.
- ✓ Managing a conversation with Teams.
- ✓ Manage and share your files on Teams.
- ✓ Manage files in OneDrive Enterprise.
- ✓ Create and manage teams and channels.
- ✓ Communicating with Teams.
- ✓ Collaborate on documents.
- ✓ Create and track meetings and audio calls.
- ✓ Get to grips with the Teams environment.
- ✓ Create and manage teams on the tool.
- ✓ Remote management with Teams.

## Intended audience

Anyone wishing to learn about Teams.

## Prerequisites

Basic knowledge of the Office suite and the Web.

### PARTICIPANTS

Anyone wishing to learn about Teams.

### PREREQUISITES

Basic knowledge of the Office suite and the Web.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## Practical details

### Digital activities

The Office structure: Cloud-based software installation, recorded courses, expert videos and best practice sharing.

### Mentoring

L'option tutorat propose un accompagnement personnalisé par un formateur référent ORSYS, expert du domaine. Adapté aux besoins, aux capacités et au rythme de chaque apprenant, ce tutorat combine un suivi asynchrone (corrections personnalisées d'exercices, échanges illimités par message...) et des échanges synchrones individuels. Bénéfice : une meilleure compréhension, le développement des compétences et un engagement durable dans la formation.

### Pedagogy and practice

A wealth of content produced by trainers following a rigorous pedagogical approach. During each course, operational cases are commented on by experts to help learners put into practice what they have just learned. To help learners anchor their memory, each content item is broken down into short sequences of 3 to 10 minutes. This enables each learner to learn dynamically and independently.

#### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

#### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

## Course schedule

### 1 Teams, teamwork with Microsoft 365

- Create and manage teams and channels.
- Exchange with private conversations and calls.
- Teamwork on files.
- Organize and participate in online meetings.
- Improve efficiency.

### 2 Teams, working and managing remotely

- Working remotely with Teams.
- Create and lead a Teams team.
- Remote management with Teams.

### 3 OneNote Online, create and share notes

- Create notes and notepads.
- Optimize notes, note pages and notepads.
- Collaborating on notes.