MICROSOFT TEAMS ACTION LEARNING PROGRAM

A 3-week intensive program for leaders presented by Business Action Learning Tasmania (BALT)

BALT presents a highly customised action learning program, including individual mentoring, for leaders to fast-track to effective use of MS Teams.

1:1 support to get set up

Initial one-hour session with a BALT facilitator to get set up and access MS Teams via Web, Desktop and mobile applications.

Two touchpoints per week

Small group sessions over three weeks to learn features and practice new skills in a safe and confidential environment, plus one-on-one mentoring with a BALT facilitator between sessions for troubleshooting and support.

Small group learning

Group sessions limited to 6 participants for more individual attention, engaged participation, and peer-to-peer learning.

Develop a team of champions for your organisation - or collaborate with external participants to learn from diverse experiences of deploying MS Teams in other organisations.

Details

Weekly sessions on Thursday 7am, 9am or 11am
$495 per participant including GST
Delivered entirely online using MS Teams
See program overpage

Why Microsoft Teams?

BALT has been using MS Teams to bring cross-functional project teams together since 2018.

MS Teams provides the security of a Microsoft product, requiring authenticated login from a work account. You can interact with your team, and guests users from outside your organisation, while maintaining full control and visibility of data and information flows.

In our opinion, it's a virtual platform that best emulates the real workplace, combining chat, meetings, audio/video calling, shared file management, and team workspaces in one collaboration tool.

Register at https://www.businessactionlearningtas.com.au/Teams

BUSINESS ACTION LEARNING TASMANIA

Get in on the action

Email admin@businessactionlearningtas.com.au
www.businessactionlearningtas.com.au

Learning objective

By the end of this program, you will be able to:

- Access meetings and utilise features for effective participation
- Schedule Teams meetings from web, desktop or phone applications
- Set up a team, add team members and guest users
- Create announcements and manage notifications
- Use chat, file sharing and Office 365 integrations for enhanced collaboration

Program

1:1 Orientation (60 min, by appointment)
Get set up and confirm accessibility
Access MS Teams via Web App
Download and install Desktop App
Download and install app on devices
Test login in all three platforms

NOTE : To participate, you will need an Office 365 work account or business licence. The facilitator will assist you to check your current status and liaise with your IT support, if required.

Small group sessions (90 min x 3)
Check-in and technical support - 10 mins
Feature presentation - 10 mins
Questions and troubleshooting - 10 mins each
Evaluation and planning for next session - 10 mins

NOTE : Sessions occur weekly on Thursdays commencing 7AM, 9AM and 11AM. Group bookings are flexible based on availability.

Week 1

Meeting features:
Mute
Background blur
Camera off/on
Chat (within meeting)
Share screen
Record a meeting

Schedule meetings:
From Outlook Calendar (Desktop)
From Outlook Calendar (Web)
From Outlook Calendar (Phone)
From Teams Calendar (Desktop)
From Teams Calendar (Web)
From Teams Calendar (Phone)

Week 2

Set up a Team:
Create a Team
Add team members and guests
Add a logo
Create Channels

Work in Teams:
Basic posts
File sharing and editing
Chat and calls
Meet now

Week 3

Notifications:
Follow Team/Channel
Alert Team/Channel
Announcements

Guest access:
Limitations
Settings and security
BALT Exchange

1:1 Mentoring sessions (15-30 min x 3, by appointment)
Review features presented in group session
Support and troubleshooting for work-applied learning