

## TEAMS TRAINING OUTLINE

### Type of training :

Remote theory with live teacher (synchronous)	X
Theoretical remote support via email (asynchronous)	
Theoretical on-site	X
Practical on-site training	

The training last 3 hours

### Lesson plan :

This lesson plan is for information purposes only. Changes can be made to it according to the needs of the participants.

#### ➤ CHATS

- Begin a new conversation
- Edit options
- Send option
- Share files
- Continue a conversation

#### ➤ CREATE AND MANAGE YOUR TEAMS

- Managing team membership and settings
- Managing channels
- Create channel tabs

#### ➤ COMMUNICATE EFFICIENTLY WITH TEAMS

- Introduction
- How to attract the receiver's attention

➤ **HOW TO BE MORE FOCUSED**

- Pin the channels you wish to follow
- How to show that you are available

➤ **OTHER COMMUNICATION TOOLS**

- Scheduling meetings
- Calendar
- On the spot meetings
- Manage a meeting

➤ **OTHER AND KEY FEATURES IN TEAMS**

- Other tabs
- Find teams and channels
- Filters
- Save a message
- Two different views on TEAMS
- An email address for the channel
- Shortcuts and features

## BEST PRACTICES