

Collaboration with Microsoft 365

Connect Teams, Information and Ideas to Work More Effectively

Today's organisations need more than communication tools. They need connected workplaces where people can collaborate seamlessly, manage projects efficiently, share knowledge effectively, and stay aligned regardless of where they work.

Collaboration with Microsoft 365 is a practical, hands-on workshop designed to help teams leverage Microsoft's modern collaboration tools to improve communication, visibility, knowledge sharing, and project coordination.

Participants will discover how Microsoft Teams, Planner, Loop, Whiteboard, OneNote, and To Do work together to create a connected digital workplace that reduces silos, improves accountability, and enables better teamwork.

Target Audience

This course is ideal for:

- Team leaders and managers
- Project coordinators
- Business professionals
- Executive assistants
- Administrative staff
- Project teams
- Customer service teams
- Employees working in hybrid or remote environments

Prerequisite

No advanced technical knowledge is required.

Business Outcomes

By the end of this course, participants will be able to:

- Communicate and collaborate more effectively using Microsoft Teams
- Manage projects and tasks using Microsoft Planner and To Do
- Create dynamic collaborative workspaces using Microsoft Loop
- Facilitate brainstorming and idea generation with Microsoft Whiteboard
- Capture and share organisational knowledge using Microsoft OneNote

- Create connected workflows across Microsoft 365 applications
 - Improve visibility, accountability, and teamwork across projects and departments
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Program Content

Microsoft Teams: The Hub for Teamwork

Learn how to use Microsoft Teams as a central location for communication, file sharing, meetings, and collaboration.

Key Topics

- Organising teams and channels
- Managing conversations and notifications
- Sharing and co-authoring documents
- Running productive meetings
- Finding information quickly
- Collaborating across departments and projects

Business Outcome

Reduces reliance on email, improves communication transparency, and enables faster decision-making across teams.

Microsoft Planner and To Do: Managing Team and Personal Work

Discover how to manage tasks, projects, and workloads with greater visibility and accountability.

Key Topics

- Creating and managing project plans
- Assigning responsibilities and tracking progress
- Managing individual priorities and daily tasks
- Monitoring deadlines and project milestones
- Creating accountability within teams
- Connecting personal and team tasks

Business Outcome

Provides clear ownership of work, improves project visibility, and helps teams deliver outcomes more consistently.

Microsoft Loop: Real-Time Collaborative Workspaces

Explore a new way of working together through shared content that stays connected across Microsoft 365.

Key Topics

- Creating collaborative workspaces
- Building project pages and shared plans
- Real-time collaboration and updates
- Sharing ideas, decisions, and actions
- Reducing duplication and version control issues
- Maintaining a single source of truth

Business Outcome

Improves team alignment, reduces information fragmentation, and accelerates collaboration across projects.

Microsoft Whiteboard: Visual Collaboration and Innovation

Transform brainstorming sessions and workshops into interactive collaborative experiences.

Key Topics

- Digital brainstorming techniques
- Capturing and organising ideas
- Process mapping and workflow design
- Team planning sessions
- Workshop facilitation techniques
- Visual collaboration best practices

Business Outcome

Encourages innovation, increases team participation, and helps organisations capture and develop ideas more effectively.

Microsoft OneNote: Organising Team Knowledge

Learn how to create accessible and searchable knowledge repositories that support ongoing collaboration.

Key Topics

- Creating notebooks, sections, and pages
- Recording meeting notes and project information
- Sharing knowledge across teams
- Developing information repositories
- Organising project documentation
- Finding information quickly and efficiently

Business Outcome

Reduces knowledge loss, improves access to information, and supports better organisational learning.

Bringing the Microsoft 365 Collaboration Toolkit Together

Understand how the Microsoft 365 collaboration tools work together to support end-to-end teamwork.

Key Topics

- Creating integrated collaboration processes
- Building connected team workflows
- Reducing communication silos
- Supporting hybrid and remote work
- Establishing collaboration standards and best practices
- Creating a culture of transparent teamwork

Business Outcome

Helps organisations maximise their Microsoft 365 investment while creating more connected, productive, and engaged teams.

Learning Approach

This highly practical workshop combines expert facilitation, live Microsoft 365 demonstrations, guided activities, group discussion, and workplace-based exercises. Participants apply each technique to realistic scenarios, reflect on their own productivity habits, and develop approaches that can be used immediately in their day-to-day work.

- Practical demonstrations using Microsoft 365 collaboration tools
- Guided, hands-on activities that reinforce key techniques
- Real-world examples relevant to modern workplace challenges
- Opportunities to review current collaboration practices and identify improvements
- A personalised action plan to support sustained collaboration after the course

Included with the Program

Participants receive practical resources designed to reinforce learning and support ongoing application in the workplace:

- Comprehensive participant workbook and course notes
- Practical collaboration checklists and quick-reference guides
- Step-by-step Microsoft 365 collaboration tips
- Templates for team communication, project planning, meeting actions, and knowledge sharing
- A personalised 30-day collaboration improvement plan
- Certificate of attendance

Delivery Options

Course: Productivity and Time Saving with Microsoft 365

Duration: 4 Hours

Cost: \$450+GST per person

Delivery: Classroom or Virtual Instructor-Led Training

Level: All Levels

Audience: Business Professionals, Managers, Team Leaders, Executive Assistants, Project Coordinators, Administrative Staff and Customer Service Teams

Business Benefits

Organisations that invest in collaborative work practices can expect:

- Improved communication and teamwork
- Greater project visibility and accountability
- Faster decision-making

- Improved knowledge sharing
 - More effective hybrid and remote work practices
 - Reduced duplication of effort
 - Enhanced employee engagement
 - Better utilisation of Microsoft 365 technology investments
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Software Solutions

Empower Your Teams to Work Better Together

Transform the way your people communicate, collaborate, manage projects, and share knowledge using the powerful collaboration capabilities already available within Microsoft 365.

Collaboration with Microsoft 365 provides practical strategies and real-world skills that help teams work more efficiently, stay aligned, and achieve better business outcomes.