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Shaping the Digital Future for **20** Years

TechOne Global Solution Offering

MODERN WORKPLACE PRODUCTIVITY TRAINING

www.techoneglobal.com

Modern Workplace Productivity Training

Benefits

Optimizes operations and enhances content creation

Empowers people to perform tasks in real-time from virtually anywhere

Transforms the way your team works

Increases productivity, empowerment, and overall business growth

Unlocks the true potential of Microsoft 365

Well-trained team can navigate features, functionalities, and integrations with confidence

Enables team to work smarter, not harder

Understanding intricacies of Microsoft 365 and creating efficient workflows

Fosters productivity regardless of location

Beneficial in an era where remote work is increasingly prevalent

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Modern Workplace Productivity Training
Objectives

Purpose	Implementation	Tools
Help individuals and teams focus in data-rich environment	Encourage use of tools and new digital culture norms and habits	Cooperative features of Microsoft 365
Improve productivity by using optimal settings with Microsoft 365	Identify goals of digital workplace, requirements of end users, and relevant situations	OneDrive, SharePoint, Outlook, Teams & more

Modern Workplace Productivity Training
Timeline

Training	Duration	Customization	Content
Microsoft 365 Productivity Training	1 week	Can change depending on organization's requirements and specific Microsoft 365 services being implemented	Various modules, each covering different features of Microsoft 365

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Modern Workplace Productivity Training
Overview and Content

Topic	Description
Introduction to Microsoft 365	What it is, how to use it, and what benefits and features it offers
Working with Outlook	How to handle email, calendar, contacts, tasks, and notes
Working with Teams	How to chat, call, meet, and work together with apps
Working with OneDrive	How to save, sync, and share files and folders
Working with SharePoint	How to make and use sites, libraries, lists, and web parts

Modern Workplace Productivity Training
Training Structure

Structure	Details
Online Live lessons	Engaging illustrations, practical activities, and assessments
Objective	How to use Microsoft 365 effectively and easily

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