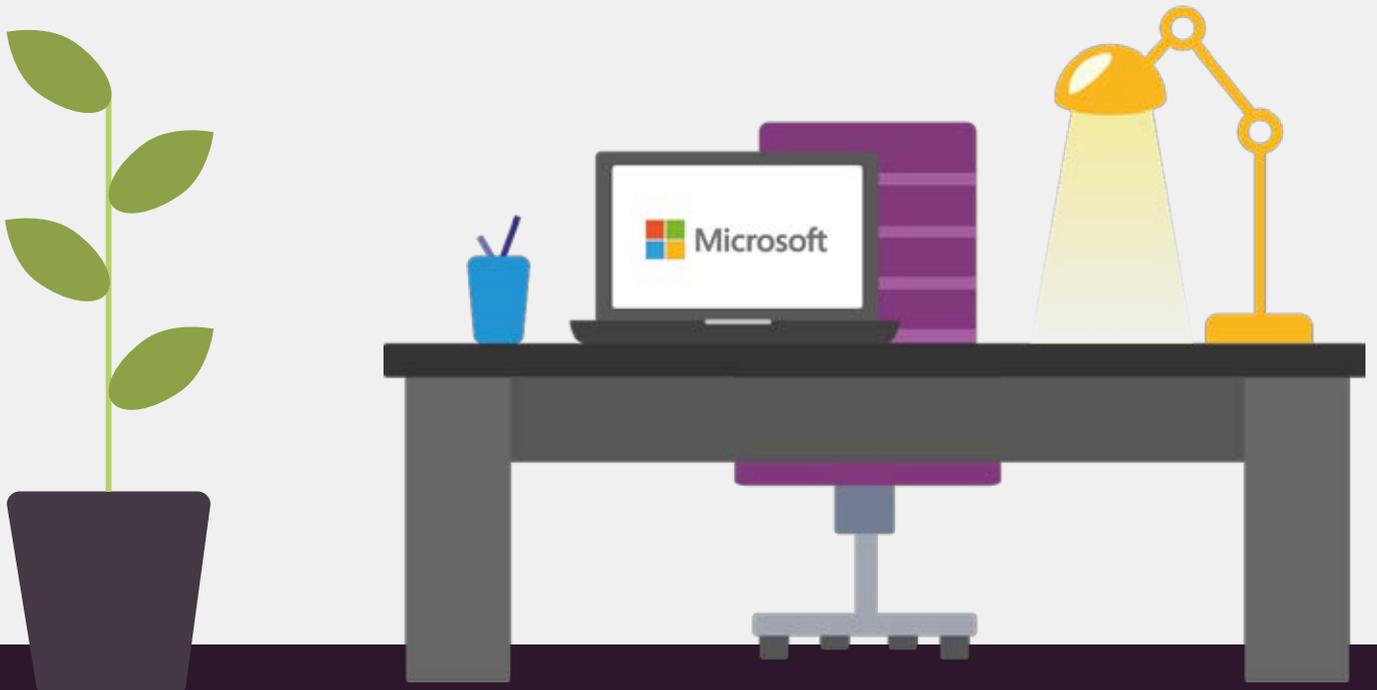


Microsoft 365

# WORKSHOPS

Getting the Most Out of Your  
**Cloud Investment**



Session

1

## Management Overview

Focussing on the **formulation and implementation** of the **major goals and initiatives** taken by the **management on behalf of owners**, based on consideration of **resources and an assessment** of the **internal and external environments** in which the users work.

1

**Strategic positioning** against organisational goals

2

**Cloud adoption** targets and markers

3

**Outcome management**

Session

2

## Outlook Groups and Teams

Your hubs for **teamwork**. All your **content, tools, people and conversations** are available in the **team** and **Microsoft 365 group workspaces**.

1

**Functionality** overview

2

**Creation and management**

4

**Working scenarios**

3

The **best uses**

5

Moving into the **classroom**



Session

3

## Collaborating and Sharing

Real-time collaboration with Microsoft Word, Excel, PowerPoint, and OneNote from your desktop, mobile device and browser.

1

How does it work?

2

What are my **options** and how do I **choose**?

4

Real time **co-authoring**

3

Managing **users access**

5

Your **files across devices**

Session

4

## OneNote in the Classroom and Beyond

Schoolwork relies on and generates a lot of information, and OneNote helps you, your students, and your teachers capture it all, on all your devices. With Microsoft OneNote, everyone can stay organised, share lessons, work together, and get creative.

1

What is **Microsoft OneNote**?

2

**Functionality** overview

4

**OneNote** in the **classroom**:  
Create and deliver interactive lessons

3

My **personal note book**

5

Creating an **infinity learning canvas**  
With real time feedback

6

**Saving time** through **preparation**

7

**Create your way!**



Session

5

## Yammer and SharePoint, what's in it for us?

Share and manage **content, knowledge** and **applications** to empower teamwork,  
quickly find information and **seamlessly collaborate** across the organisation.

1

**SharePoint** overview

2

**Yammer** overview

4

Transform **business process**

3

**Best practice, and usage**

5

**Engage and inform** your staff

Session

6

## Forms, Sway and Stream, getting to grips

The **power apps** from **Microsoft** are built to **excite, engage**  
and **immerse** you in the **content** you create.

1

**Forms** overview

4

**Hands on** demo

2

**Hands on** demo

5

**Stream** overview

3

**Sway** overview

6

**Hands on** demo



Session

7

## Bringing it all Together!

Taking on board the **outcomes** of the **previous sessions** and working with your **management team**, we will build out a **session** for the **staff working group** that will **unite** all of the **key applications** that best drives the **Organisation's future**.



**Bonus**  
Round

## Focussing on flexibility, and getting it right for you

Our workshops can be **tailored around your needs**, allowing the time to be **focused on what matters to you** and your organisation.

Our **Strategy Consultants** will help **mould your own personalised sessions**; whether that be entirely focused on **OneNote** or a **mix of Microsoft applications**. We will **work together** to build **session content** that **best suits your objectives**.

It all starts with a **conversation** focussing on you and what you are wanting to do.

Let's get going...