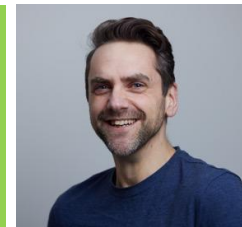
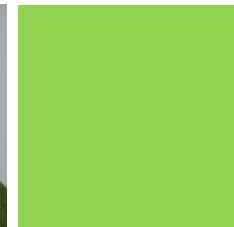
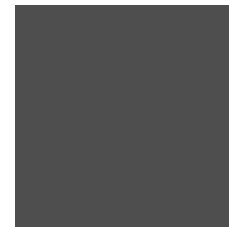
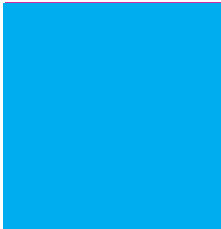
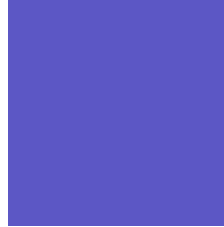


# M365 TURBOCHARGE YOUR TEAM

Unleash your inner M365  
master using Microsoft digital  
tools for your team

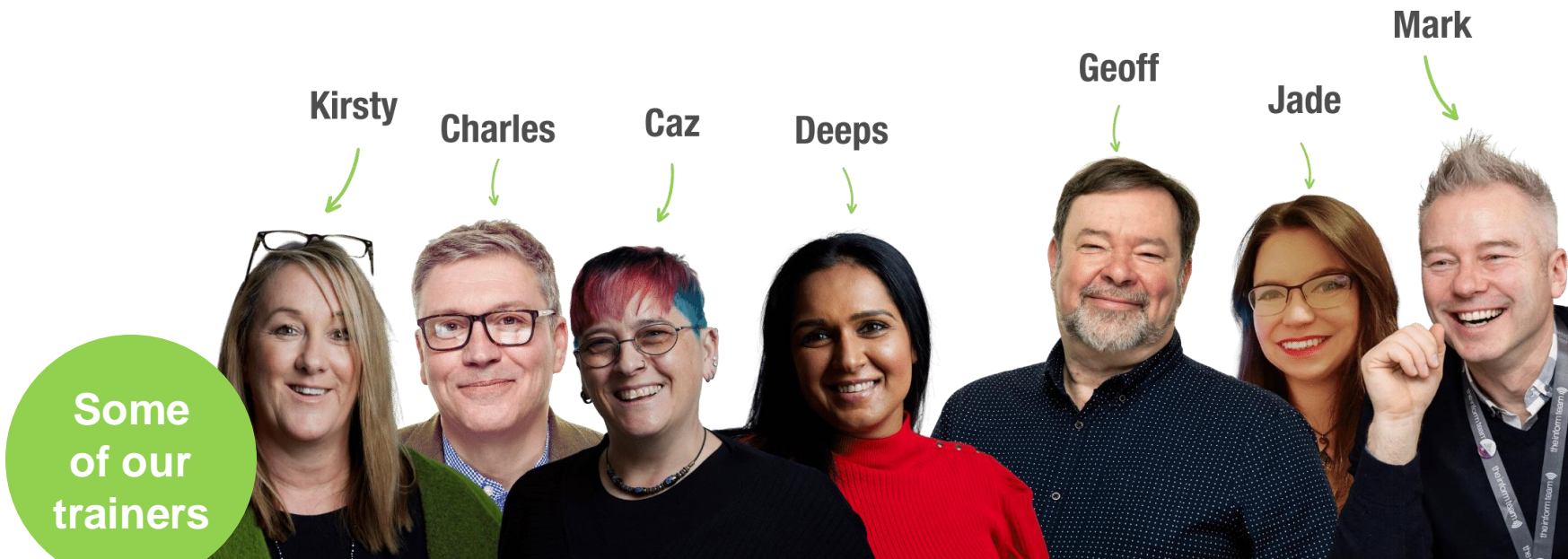
theinform team 



# M365 TURBOCHARGE YOUR TEAM

**Invest time to save time and take control over team performance**

Turbocharge your Teams is a series of training sessions designed to accelerate team productivity and efficiency with Microsoft 365 applications. These instructor-led virtual sessions are for whole teams to agree changes to their ways of working and address current pain points with the assistance of our Microsoft 365 specialists.

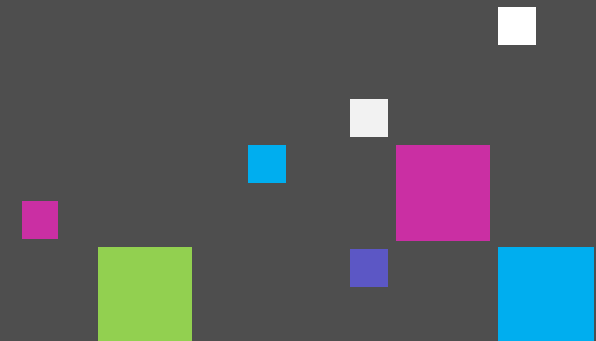


**“Defence is also a people first organisation and the values between the two are shared.**

**Everyone Inform engages with is fully respected and their ideas listened to.”**

Head of Data Management, Governance and Skills Development

MINISTRY OF DEFENCE





## OUR APPROACH

Our dynamic training approach enhances team performance and streamlines your workflow. Teams collectively explore and implement new strategies to improve their daily operations. With the guidance of our Microsoft 365 specialists, each session is an opportunity for teams to unify their efforts, adopt best practices, and ultimately, transform their digital ecosystem for the better.

## BENEFITS



Learn quick wins for working more efficiently as a team



Get everyone up to speed with Microsoft 365 applications



Overcome information siloes and silo mentality



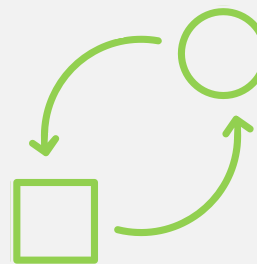
Facilitate quick communication and collaboration



Discover best practices for managing communications in Outlook and Teams



Agree consistent ways of sharing information and managing team tasks



## FEATURES

- ✓ Microsoft 365 training for teams of up to 10 attendees
- ✓ Session 1: Slick file management in OneDrive, Teams and SharePoint
- ✓ Session 2: Communicate like a pro using Outlook and Teams
- ✓ Session 3: Manage tasks and information with OneNote and Planner
- ✓ Session 4: Accelerate as a team and overcome pain points
- ✓ Interactive training with relaxed Q&A
- ✓ Troubleshoot barriers to collaboration, communications and workflow
- ✓ Developed in partnership with Digital Skills for Defence

# UNLEASH YOUR INNER M365 MASTER WITH M365 TOOLS



## COMMUNICATE LIKE A PRO

Master **M365 Outlook** and **Teams** to:

- Take charge and make emails more effective.
- Reduce the noise and make your mailbox work smarter.
- Have conversations and chats in the right place.



## MANAGE TASKS AND INFORMATION

Master **M365 To Do, Planner** and **OneNote** to:

- Command control over tasks and information.
- Develop a “second brain” to boost the way you store and retrieve information.



## SLICK FILE MANAGEMENT

Master **M365 Teams, SharePoint** and **OneDrive** to:

- Streamline the way you find, manage and search for files.
- Stay safe. Learn why proper file management is important in preventing serious incidents.



## ACCELERATE AS A TEAM

Combine your newly acquired knowledge to **turbocharge your team**:

- Address pain points.
- Build the best team for your new ways of working.



# MIX AND MATCH OUR SERVICES TO **SUIT** **YOUR PROJECT GOALS**

- Change readiness assessment
- Discovery
- Maturity assessment
- Communication plan
- Creative communications
- Change management consultancy and services
- Culture change for business transformation
- Training and upskilling
- IT transformation through change management
- Leadership coaching for change
- Copilot training
- Technology adoption and change management
- Communicating change for employee engagement
- Communications and engagement for digital transformation
- Event planning and support
- Graphics and design support
- Internal communications

