



MICROSOFT TEAMS TRAINING AND ADOPTION

EMPOWERING COLLABORATION:
UNLOCK THE FULL POTENTIAL
OF MICROSOFT TEAMS FOR
YOUR PEOPLE

January 2026



MICROSOFT TEAMS TRAINING AND ADOPTION

CONNECTING TEAMS, DRIVING CHANGE: BUILDING SKILLS FOR DIGITAL COLLABORATION

We help organisations use Microsoft Teams with confidence and clarity.

From governance and configuration to hands-on training, we support secure setup and practical adoption, equipping people to communicate, collaborate and work effectively.

Whether launching Teams or levelling up, we turn it into a user-friendly hub for hybrid, connected working.

“

The team invest time in getting to know what's happening around the organisation, what's working, and where the challenges are.

Then they work their magic to really bring ideas to life and communicate key messages in a really engaging and impactful way.

”

HEAD OF DATA MANAGEMENT,
GOVERNANCE AND SKILLS DEVELOPMENT
MINISTRY OF DEFENCE

OUR APPROACH

We combine behavioural change expertise with in-depth Microsoft Teams knowledge to drive confident adoption. Our approach blends targeted training, strong governance principles and inclusive comms that make sure Teams becomes a valuable part of everyday work, not just another tool. From hybrid meetings to channel collaboration, we help people use Teams to its full potential.

BENEFITS



Boosts adoption of Microsoft Teams across all user groups.



Enables better collaboration, communication and task management.



Aligns usage with organisational needs and governance.



Reduces reliance on email and siloed working.



Builds confidence in managing hybrid and remote work.



Supports secure, compliant and efficient use of Teams.

FEATURES

- ✓ Tailored Microsoft Teams training sessions and materials.
- ✓ Role-specific and task-based learning for Teams.
- ✓ Setup and configuration support for Teams environments.
- ✓ Hybrid working and meeting best practices.
- ✓ Teams governance and usage guidelines.
- ✓ Change and adoption support for Teams rollouts.
- ✓ Usage analytics and evaluation.



WHY CHANGE MATTERS

CHANGE IS THE ONLY CONSTANT

If done right, it encourages innovation, drives efficiencies, develops new skills, and improves morale.

Messaging is the key to success, so we help you craft the right words to say.

OUR 4 E'S METHODOLOGY

- **Establish:** build the foundations to make things happen
- **Excite:** drive awareness and enthusiasm
- **Equip:** Upskill your people
- **Embed:** Change that sticks



DRIVE ADOPTION WITH BESPOKE TRAINING & RESOURCES



Getting to know Teams

COLLABORATE ON DOCUMENTS



USER GUIDE



Version: 001 Date: 01 May 2021

Getting to know Teams – COLLABORATE ON DOCUMENTS

Introduction

- Foremlo riorumquint harum fugit esti to tem vento quasi as aut qui natepor
- Navigate oremlo riorumquint harum fugit esti to tem vento quasi as aut qui natepor
- Click oremlo riorumquint harum fugit esti to tem vento quasi as aut qui natepor
- Choose oremlo riorumquint harum fugit esti to tem vento quasi as aut qui natepor
- Click Join now. Nonsedit volo volupic tenieri musdaectas exped quam quia volupitat ius mincto et is nis

Have a good meeting!

Uasi as aut qui natepor molupta?

Borribus cus esciderio. Nonsedit volo volupic tenieri musdaectas exped quam quia volupitat ius mincto et is nis adisi ut lignatio tempore oremlo riorumquint harum fugit esti to tem vento quasi as aut qui natepor molupta quassunt ommolourit, od quo eum estur repudis asperovid quia is intur modis con et labori atur sitin commin es est, que dolupit, ulla nam, sae magnati ant id utas dicitum quam,





Getting to know Teams – COLLABORATE ON DOCUMENTS

Accessing your files

Borribus cus esciderio. Nonsedit volo volupic tenieri musdaectas exped quam quia volupitat ius mincto et is nis adisi ut lignatio tempore oremlo riorumquint harum.

Borribus cus esciderio. Nonsedit volo volupic tenieri musdaectas exped quam quia volupitat ius mincto et is nis quia is intur modis con et labori atur sitin commin es est, que dolupit, ulla nam, sae magnati ant id utas dicitum quam,

- Use OneNote in Teams to create and collaborate on ideas...notes are automatically shared with your team and are easy to find
- Click 'Save message' to bookmark and





SUCCESS STORIES

“

We're now an organisation that has got people with the level of skill to complement their passion for working in new ways. And who are supporting that change within their services.

”

DIRECTOR OF PEOPLE AND INCLUSION
BURY COUNCIL



[Read online: NHS Derby and Derbyshire ICB case study](#)

NHS DERBY AND DERBYSHIRE ICB

- ✓ Delivered a technology landscape report across 300+ care homes
- ✓ Completed a training needs analysis across the ICB
- ✓ Established M365 skill levels and attitudes towards training within the ICB
- ✓ Developed digital skills strategy with recommendations for priority skills and training approach
- ✓ Rolled out a digital champions programme and targeted M365 training

BURY COUNCIL

- ✓ Delivered 18 month digital champions programme
- ✓ Trained over 950 employees in Microsoft 365, soft skills and new ways of working
- ✓ Conducted digital maturity assessments to benchmark skills and measure progress
- ✓ Digital skills increased by 71%
- ✓ Training sessions rated on average 9.3 out of 10 by participants



[Read online: Bury Council case study](#)

SUCCESS STORIES

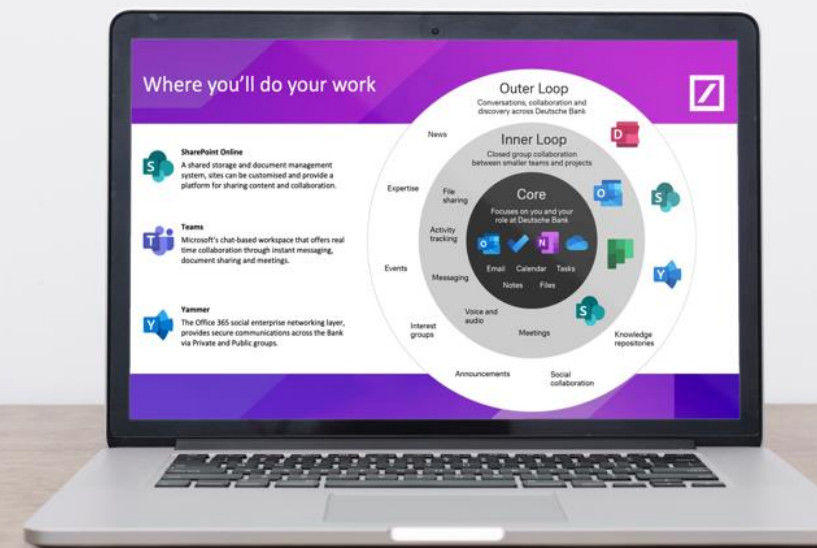
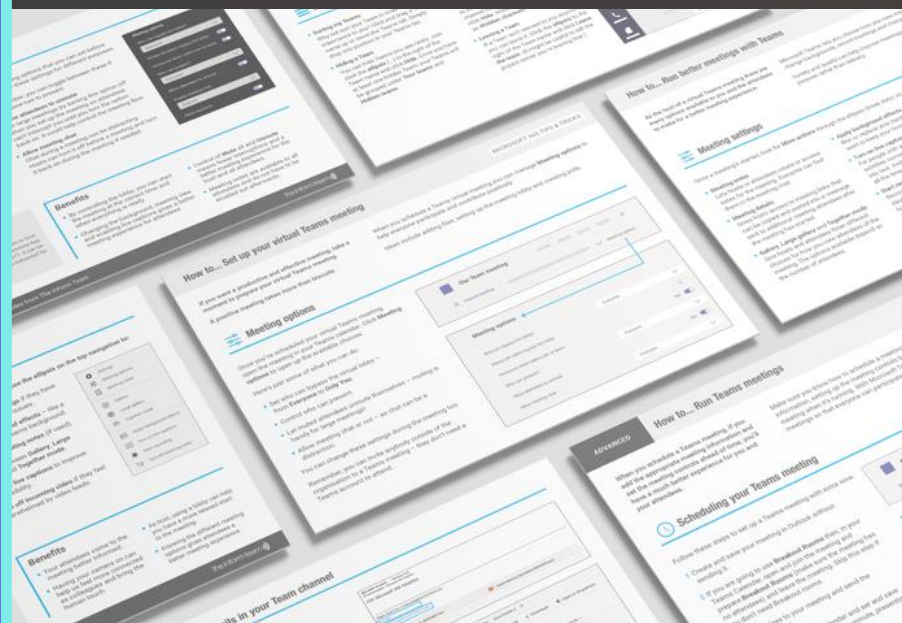
“

The Inform Team were pivotal in cultivating a mindset of change within ORR which was key to successfully implementing organisational transformation.

In the realm of business change when implementing Teams and SharePoint, it is prudent to remember that change is not a disruption, but an opportunity to unlock untapped potential and elevate our collective brilliance.

”

PROJECT LEAD
OFFICE OF RAIL AND ROAD



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

- Microsoft 365 digital skills training
- Teams training and hybrid working upskilling
- SharePoint and knowledge management enablement
- Power Platform training and low-code awareness
- Windows 11 end-user support
- Digital learning strategy and capability building
- Training needs analysis and skills diagnostics
- Train-the-trainer and coaching programmes
- E-learning and digital resources
- Champions training and peer-led enablement

