WorkingSm@rt®

Team Productivity in the AI Workplace

Priority®
A Better Way To Work



You've got Microsoft Teams. But have you actually got teamwork?

Who Should Attend

Teams that are constantly communicating but struggling to get things done.

Ideal for managers, team leaders and team members who want **less wasted effort, better teamwork and measurable productivity improvements**

Format:

- 2 x 3 to 4 hour, instructor-led online sessions
- One-on-one personal coaching session with a skilled facilitator
- Group follow-up coaching

What's Included

- **Discovery Session:** To ensure client requirements and environment are understood to ensure workshop content is appropriate
- **Comprehensive Learning Guide and Resource Manual:** Individual Virtual Learning Guide with training content to refer to, whenever you want.
- **Ongoing support:** WorkingSm@rt Helpdesk, no matter where you work.
- **LearningLink:** Our monthly productivity e-newsletter to keep you updated.

More messages. More meetings. More tools. But is your team getting more done?

Your team has Microsoft Teams, Planner and Copilot. So why are meetings multiplying, messages piling up and projects still getting delayed?

WorkingSm@rt helps teams **cut through the noise, eliminate wasted effort and turn endless conversations into faster decisions, fewer meetings and real progress.**

Microsoft Teams makes communication easier. WorkingSm@rt makes teamwork better.

Discover how to:

- **Make faster decisions** and keep work moving.
- **Eliminate unnecessary emails** and Teams messages.
- **Cut meeting overload** and reclaim valuable working time.
- **Automate meeting administration** with Copilot.
- **Keep projects on track** without constantly chasing updates.
- **Keep everyone informed** without endless status updates.

Related Training:

- Working Sm@rt: Personal Productivity in the AI Workplace
- Working Sm@rt: Managing Information in the AI Workplace

Synopsis: WorkingSm@rt: Controlling All Your Communication & Collaboration

Is your team working together, or just working alongside each other?

- Are endless meetings and Teams messages eating into your productive time?
- Does everyone seem busy, but important work still falls through the cracks?
- Are people constantly chasing updates, decisions and missing information?
- Is work being duplicated because nobody knows who's doing what?
- Are projects slowing down because teams aren't working together effectively?
- Have you invested in collaboration technology without seeing the productivity improvements you expected?

Great teamwork doesn't happen just because everyone has Microsoft Teams.

WorkingSm@rt helps teams move beyond endless messages, meetings and duplicated effort to create a more productive way of working together.

You'll discover how to establish **clear responsibilities, effective communication practices and streamlined workflows**, supported by Microsoft Teams, Planner, OneNote and Copilot.

The result? **Fewer meetings. Faster decisions. Less duplication. And a team that delivers.**

Part 1: Why Teams Don't Always Work as Teams

Discover the habits and working practices that undermine effective teamwork. Identify what's holding your team back and how to create a more collaborative, productive working environment.

Part 2: Make Your Technology Work Together

Stop juggling disconnected tools. Discover how Microsoft Teams, Planner, OneNote and Copilot work together to simplify communication, streamline activities and improve team productivity.

Part 3: Build Teams That Actually Work

Turn Microsoft Teams into a structured, productive working environment. Establish clear ownership, responsibilities and working practices that eliminate confusion, improve accountability and keep everyone working towards shared goals.

Part 4: Connect Your Tools. Eliminate Duplication

Stop wasting time switching between applications and duplicating information. Learn how to connect Teams, Planner, Outlook, OneNote, Whiteboard and Copilot to create smoother, more efficient workflows.

Part 5: Stop Chasing. Start Delivering

Keep shared tasks, projects and information under control without endless requests for updates. Use Teams, Planner, SharePoint and Copilot to improve visibility, eliminate duplication and keep work moving.

Part 6: Fewer Meetings. Better Outcomes

Make every meeting count. Discover how to use Teams and Copilot to streamline online meetings, automate notes and follow-ups, and ensure discussions lead to clear actions and results.

Part 7: Turn Better Teamwork into Measurable Results

Put your learning into practice. Identify real workplace processes that could benefit from better collaboration, redesign them around Microsoft Teams and establish meaningful measures to demonstrate productivity improvements.

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