



WorkingSm@rt[®]

MICROSOFT

OneDrive + SharePoint

Harnessing the Power of OneDrive and SharePoint for Peak Productivity

Who Should Attend

- **Team Members** who will be using OneDrive and SharePoint for daily tasks and collaboration.
- **Project Managers** who need to understand how to leverage these tools for managing projects and team communication.
- **Department Heads** who are looking to improve productivity and collaboration within their teams.
- **Organisations who are migrating to Microsoft 365** who need to get their staff up to speed with the company's data and collaboration management practices.

Format:

- 1 x 2-hours, instructor-led online session
- Group follow-up coaching.
- One-on-one personal coaching session with a skilled facilitator

What's Included

- **Ongoing support:** WorkingSm@rt Helpdesk, no matter where you work.
- **LearningLink:** Our monthly productivity e-newsletter to keep you updated.

This course is designed to empower individuals and teams to fully leverage the capabilities of OneDrive and SharePoint, transforming the way they store, share, and collaborate on content. Participants will learn to streamline their workflows, enhance data accessibility, and foster a culture of seamless collaboration. Key benefits include:

- **Increased Efficiency:** By centralising files and utilising advanced sharing features, participants can reduce time spent on file management and focus on high-value activities.
- **Improved Collaboration:** With practical knowledge of SharePoint's team sites and integration with Microsoft Teams, teams can collaborate more effectively, regardless of their physical location.

This course will help you:

- Enhance Team Productivity
- Foster Better Collaboration
- Simplify Data Management
- Integrate Tools Seamlessly
- Adapt to Modern Workspaces

Related Training:

- WorkingSm@rt with Microsoft Outlook
- WorkingSm@rt with Microsoft OneNote
- WorkingSm@rt with Microsoft Teams

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Synopsis:

WorkingSm@rt with Microsoft OneDrive and SharePoint

Master your digital workspace and boost your productivity

- Struggle with sharing files and collaborating on projects?
- Need a better way to manage your team's digital workspace?
- Interested in learning how to integrate OneDrive and SharePoint into your daily workflow?
- Do you need a more organised approach to document storage?
- Do you want to reduce the clutter in your digital work environment?
- Are you eager to learn how to leverage cloud storage for optimal productivity?

This course will provide the knowledge and skills you are seeking to optimise your use of OneDrive and SharePoint.

This course is the perfect fit for those who are looking to transform their digital workspace into a more efficient and collaborative environment. It offers practical solutions and strategies to overcome common challenges in document management and team collaboration. By the end of this session, you will have the skills to navigate OneDrive and SharePoint with ease, making your workday more productive and your team more cohesive.



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Introduction to OneDrive and SharePoint

- Brief overview of OneDrive and SharePoint capabilities
- Key Benefits of using OneDrive and SharePoint for personal and Team productivity

Centralising Data with OneDrive

- How to store and organise files in OneDrive
- Sharing and collaborating on documents
- Syncing files across devices and sharing documents

Leveraging SharePoint for Team Collaboration

- Basics of planning for a SharePoint site
- Managing permissions and access
- Utilising lists and libraries for structured data

Effective File Sharing and Communication

- Best practices for sharing files in OneDrive and SharePoint
- Integrating with Microsoft Teams for seamless collaboration

Hands-on Workshop and Q&A

- Practical exercises on file organisation and collaboration
- Addressing specific queries from attendees

Other Tools and Next Steps

- Other related tools such as OneNote, Loop, Power BI, and Copilot
- Direction to further learning resources.

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A Better Way To Work

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