



MICROSOFT TRAINING

Training For Microsoft Teams

Learn to maximize Microsoft Teams features for effective communication and efficient teamwork.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

This intermediate-level "Training For Microsoft Teams" course is meticulously designed for professionals aiming to elevate their proficiency in Microsoft's premier collaboration platform. Over 2 intensive hours, participants will delve beyond the basics, exploring advanced functionalities that streamline communication, enhance project management, and foster a more integrated digital workspace. The curriculum focuses on leveraging core technologies within Microsoft Teams, including advanced chat features, mastering virtual meetings, efficient file sharing, and seamless integration with other Microsoft 365 applications like SharePoint, Planner, and OneNote. Upon completion, you will possess a comprehensive understanding of how to optimize Teams for maximum team efficiency and collaboration.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Advanced Communication & Chat Management

- Organizing and prioritizing chats and channels
- Mastering @mentions and activity feed filters
- Utilizing threaded conversations for clarity
- Managing private channels and external guest access
- Configuring personal notifications and status effectively

02 Module 2: Optimizing Meetings & Live Events

- Scheduling and conducting advanced Teams meetings
- Leveraging meeting options (roles, lobbies, breakout rooms)
- Sharing content, whiteboards, and polls during meetings
- Recording meetings and managing transcripts
- Introduction to Teams Live Events: Producer and Presenter roles

03 Module 3: Efficient File Collaboration & Storage

- Collaborating on files within Teams (SharePoint integration)
- Understanding file versioning and co-authoring capabilities
- Managing cloud storage and sharing permissions
- Syncing Teams files to your desktop
- Best practices for document management in channels

04 Module 4: Integrating Apps & Streamlining Workflows

- Adding and configuring essential apps (Planner, OneNote, Lists)
- Creating custom tabs and connectors for enhanced productivity
- Automating basic tasks with Power Automate in Teams
- Leveraging Wiki and Project tabs for team information
- Exploring third-party app integrations

05 Module 5: Team Governance & Best Practices

- Managing team settings and member permissions
- Best practices for team structure and naming conventions
- Archiving and deleting teams and channels

- Tips for maximizing personal productivity and minimizing distractions
- Introduction to compliance features and data retention (overview)

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Digital Workplace Administrator**
- > **Collaboration & Communications Specialist**
- > **Project Lead/Manager (focusing on enhanced project coordination)**

FREQUENTLY ASKED QUESTIONS

Q: How will mastering Microsoft Teams through this course specifically enhance my daily workflow and productivity?

This course moves beyond basic usage to equip you with strategies for organizing complex projects, conducting highly efficient meetings, and integrating essential apps directly into your workflow. You'll learn to minimize context switching, streamline communication, and leverage advanced features like breakout rooms and custom tabs, directly translating to significant productivity gains and more effective collaboration in your daily tasks.

Q: Who is this intermediate-level Microsoft Teams training best suited for, and what prior knowledge is recommended?

This course is ideal for professionals already using Microsoft Teams who want to unlock its full potential. It's perfectly suited for team leaders, project managers, administrative assistants, and anyone responsible for facilitating team collaboration. While basic familiarity with navigating Teams is beneficial, the course focuses on intermediate to advanced functionalities, making it suitable for those looking to deepen their practical application of the platform rather than absolute beginners.

Q: Beyond personal productivity, how can proficiency in Microsoft Teams contribute to my career advancement or open new professional opportunities?

Proficiency in Microsoft Teams is a highly sought-after skill in today's digital-first workplace. Mastering Teams positions you as a valuable asset for organizations undergoing digital transformation or adopting hybrid work models. It can lead to opportunities in roles focused on digital workplace management, collaboration strategy, or even enhance your leadership capabilities by enabling you to effectively manage and motivate distributed teams. Demonstrating expertise in this critical platform showcases your adaptability and readiness for modern professional demands.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading

technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

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50+

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READY TO ENROL?

Take the next step in your technology career.

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