

Collaborating in Virtual Teams

Virtual Class

This series of virtual classrooms is for all employees and is aimed at getting the organisation poised for the new paradigm of work and be able to hit the virtual ground running. The purpose of this session is to reduce the potential loss of productivity to a minimum by ensuring a critical mass of employees adopt the appropriate virtual skills and behaviours to be able to set the organisational tone for virtual collaboration.

Snapshot

Duration: 3 x 90-minutes

Category: Collaborating in Virtual Teams

Platform: Adobe Connect

Learning Outcomes

At the end of this program you will be able to:

- Understand the nature of virtual teams
- Discuss the elements of contracting in virtual meetings/touchpoints
- Establish a range of activities that you can use at the start of meetings or buzz sessions to continue to build engagement and motivation
- Recall strategies for staying focused when working remotely
- Develop strategies to build and sustain trust and ongoing social interaction
- Develop strategies to enhance the efficiency and outcomes of virtual meetings and working remotely



- **Microsoft Teams:**
 - Understand MS Teams
 - Create a team
 - Add members
 - Contribute to conversations
 - Understand Virtual Meetings
 - Share and Edit Files Together
- **Getting Started with MS Office 365**
 - Understand cloud computing
 - Use Office 365 online applications
 - Use Email, Calendar and People
 - Use OneDrive for Business

Sessions	Content Overview
1. About virtual teams (90mins)	<ul style="list-style-type: none"> • Technology: <ul style="list-style-type: none"> ○ Set yourself up correctly from a technology perspective ○ Ensure that you have full functionality if all available tools and platforms and become familiar with using them • Set up your home office: <ul style="list-style-type: none"> ○ Ensure that you are working in a WHS compliant way ○ Overcome challenges that you could encounter • Find your new operating rhythm: <ul style="list-style-type: none"> ○ Set up your daily rituals and schedules to ensure that you remain productive ○ Gain tools and techniques to ensure that you remain time efficient and work effectively
2. Getting Started with MS Office 365 (90mins)	<ul style="list-style-type: none"> • Starting with Office 365 • Using Email, Calendar and People • Using Office Online • Using OneDrive for Business • Overview of other apps and services
3. Using MS Office 365 Teams to Conduct Meetings and Collaborate (90mins)	<ul style="list-style-type: none"> • Understanding Teams Environment • Navigating Teams • Creating a Team and its Channels • Adding Members and Owners • Using Team Chat • Understanding Virtual Meetings • Understanding File Sharing and Collaboration



Thank you

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I can attest that MCI Solutions absolutely deliver on their promise of innovation. The quality of the content is excellent, the calibre of facilitators is great, and I think the participant experience really sets MCI Solutions apart.