



# An introductory guide to **Microsoft Teams**

**Come Join Worklinks to learn Microsoft Teams/ Planner**

**Intermediate Courses to Follow!**

## Applications you will learn about

## Some Benefits of this training



- Microsoft Teams is an application used for collaboration and communication.



- Microsoft planner is an application used for task and project management.



- (This all belongs to the Office 365 family of applications)

- **Increased productivity:** Get more done with streamlined communication, task management, and file sharing.
- **Improved collaboration:** Work together seamlessly with colleagues, both inside and outside your organization.
- **Enhanced communication:** Stay connected with your team through instant messaging, video calls, and group chats.
- **Simplified task management:** Organize your projects, assign tasks, and track progress with ease.
- **Real-time updates:** Stay informed about project developments and changes in real-time.
- **Accessible from anywhere:** Work from your desk, home, or on the go with the Teams mobile app.

**Location:** Top Floor Landsborough School of Arts & Memorial Hall,  
485 Old Landsborough Rd, Landsborough QLD 4550

**Start Time:** 12:00pm - 2:30pm

**Date:** Thursday 29/02/2024

**Cost:** Per Person \$44

(Bring your laptop, or use ours, Bring your own lunch)

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1300 852 359

[training@worklinks.com.au](mailto:training@worklinks.com.au)

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