



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.**

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

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- **(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: Your preferred location, or join us at our venue at Caboolture

Start Time: Your chosen start time

Date: A date of your choosing (Mon - Fri)

Cost: 8 - 20 staff \$1500 (2.5hours)

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

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