



# MFE-IT

Reference: C/EN/T

## Microsoft Teams Training Course

Master Teams Daily Collaboration and Productivity

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*Duration: 1 Day | Hours: 6 h*

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*Remote · Sessions guaranteed from 1 registrant · 60% hands-on practice*

## DESCRIPTION

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Microsoft Teams has become the essential collaboration hub in Microsoft 365. However, many users only exploit a fraction of its capabilities: poorly shared files, ineffective meetings, misused channels, lost information. The cost is real — in time, in attention and in team efficiency.

This training course will teach you the right habits for organising your teams, centralising your documents and improving your daily communication in a methodical and straightforward manner. The aim is concrete autonomy: you leave with patterns you can apply the same afternoon.

## LEARNING OBJECTIVES

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By the end of this training course, participants will be able to:

- Understand the Teams interface and how it works
- Organise teams, channels and files clearly
- Hold effective online meetings (screen sharing, recording, chat, polls)
- Use chat and mentions to communicate quickly and respectfully
- Collaborate on Word, Excel and PowerPoint documents
- Integrate Teams with Outlook, OneDrive and SharePoint

## PREREQUISITES

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- Microsoft 365 user (basic or intermediate level)
- No technical skills required
- Use Teams regularly or want to start using it seriously

*Because each participant is unique, a personalised interview is systematically organised in advance with our expert to design a training programme perfectly aligned with their objectives, level and professional challenges.*

## TARGET AUDIENCE

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All profiles: HR teams, management, project teams, assistants, managers and employees working with Microsoft 365.

## DETAILED PROGRAMME

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The training alternates between theoretical input and hands-on practice (approximately 60% of the time). Modules are built around practical exercises based on real-world business use cases.

### Module 1 – Getting Started with Microsoft Teams

- Interface, navigation and terminology
- Operating logic: teams, channels, tabs and files
- Personal settings and presence management

### Module 2 – Working as Part of a Team

- Team creation and member management
- Best practices for channel structuring
- Permissions and external guest access

### Module 3 – File Sharing and Co-editing

- Storage in channels and SharePoint connection
- Real-time co-editing and version management
- Integration with OneDrive and SharePoint

### Module 4 – Smooth Communication

- Instant messaging, mentions and reactions
- Audio and video calls
- Notification options and focus modes

### Module 5 – Meetings in Teams

- Scheduling and Outlook integration
- Screen sharing, recording and live notes
- Collaboration during meetings (Whiteboard, polls)

### Module 6 – Use Cases and Integrations

- Project tracking and internal communication
- Schedule management and calendars
- Integration with Planner, Forms and OneNote

## TEACHING METHODS

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### Format and Delivery

The training is delivered remotely via an interactive virtual classroom. It can also be delivered on-site, with content customised to match the needs of your professional project. The theory/practice split is approximately 40%/60%.

### MFE-IT Ultra-Personalised Format

Each session accommodates between 1 and 3 participants, ensuring highly individualised support. A preliminary interview allows us to tailor the content to each participant's profile. Inter-company sessions are guaranteed from just 1 registrant (except in cases of force majeure).

### Skills Assessment

Throughout the training, the trainer assesses participant progress through multiple-choice questions, role-playing exercises and hands-on work. At the end, a certificate of achievement is issued to each participant.

### Post-Training Support

For one month following the training, each participant can contact MFE-IT trainers with questions about implementing acquired knowledge. A response is provided by email or telephone within 48 working hours.

### Accessibility

MFE-IT is committed to welcoming people with disabilities. Contact: [contact@mfe-it.com](mailto:contact@mfe-it.com).

## PRACTICAL INFORMATION

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### Trainer Resources

- Structured demonstrations aligned with the detailed programme
- Exercise briefs and solutions throughout the training
- A ready-to-use technical environment for practical workshops
- Trainer validation of acquired knowledge at the end of each workshop
- Digital reference documents

### Certification and Validation

At the end of the training, a certificate is sent by email specifying the objectives, nature, duration and assessment results. A completion certificate can also be provided on request.

### **Benefits for Participants**

- Train from your workplace or home, with no travel required
- Benefit from an expert trainer-consultant on the subject
- Enjoy an ultra-personalised format (1 to 3 participants)
- Continue training even in the event of unforeseen circumstances

### **Benefits for the Organisation**

- Optimise the training budget by reducing travel and accommodation costs
- Offer quality training to all employees, regardless of location
- Reduce absence time linked to travel
- Support team upskilling in all contexts