



MFE-IT

Reference: CB/EN/OT

OneDrive and Teams Training Course

Collaborate, Share and Communicate with Microsoft 365 Tools

Duration: 1.5 Days | Hours: 9 h

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

DESCRIPTION

OneDrive for Business and Microsoft Teams are the cornerstones of modern collaborative working with Microsoft 365. However, misunderstanding or partially using these tools can lead to wasted time, version conflicts and miscommunication.

This training course offers clear, practical and guided instruction on OneDrive and Teams, enabling you to organise your files, collaborate with others and streamline your professional communications. The pace is deliberately accessible — no technical jargon, just everyday scenarios that translate immediately into productivity gains.

LEARNING OBJECTIVES

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

- Understand the difference between OneDrive, Teams and SharePoint
- Organise your files in OneDrive for Business and synchronise them
- Share documents securely with colleagues or external partners
- Use Microsoft Teams to work remotely, exchange ideas and co-edit
- Better structure your teams, channels and conversations
- Save time with best practices for collaboration

PREREQUISITES

- Comfortable using a computer and browsing the web
- Already using (or starting to use) Microsoft 365
- No technical prerequisites required

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

Employees, assistants, HR teams, managers and any Microsoft 365 user who wants to be more organised in their daily work.

DETAILED PROGRAMME

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 – Discover Microsoft 365 and Collaborative Tools

- Differences between OneDrive, SharePoint and Teams
- What each tool is best used for
- Typical business use cases

Module 2 – Organise and Share Files with OneDrive

- Personal folder structure and synchronisation
- Secure sharing with colleagues and external partners
- Version history and mobile working

Module 3 – Mastering the Basics of Microsoft Teams

- Teams, channels and conversation threads
- Meetings and document co-editing
- Integration with other Microsoft 365 tools

Module 4 – Co-edit and Collaborate in Real Time

- Editing a document collaboratively
- Tracking changes, comments and suggestions
- Combining Teams + OneDrive + Outlook in daily flow

Module 5 – Best Practices and Productivity

- Habits that reduce email overload
- Structuring spaces to find information quickly
- Common mistakes and how to avoid them

TEACHING METHODS

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.

PRACTICAL INFORMATION

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