Making MS Teams Interactive Workshop

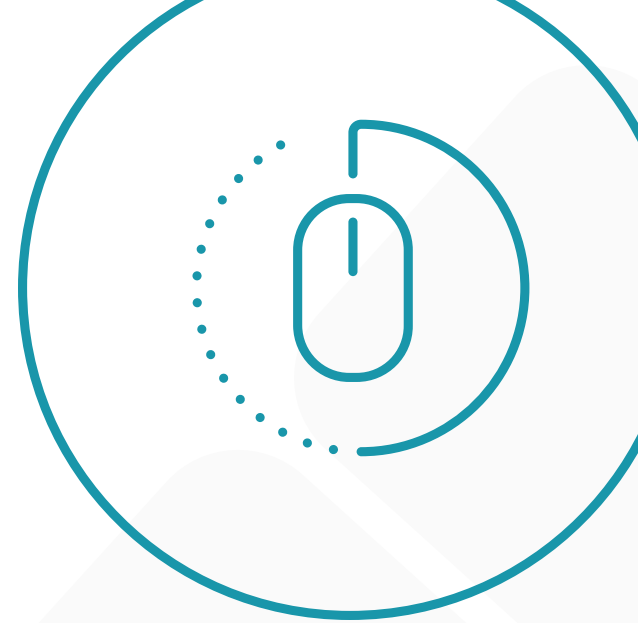## Three 3-Hour Online Sessions
$1,695 | $1,495* } *Early Bird

Who Should Attend?

- New and experienced trainers looking to incorporate engagement using the MS Teams platform
- Trainers looking for creative techniques to make MS Teams participant-centered
- L&D professionals who desire to increase skills and confidence
- Anyone who needs to learn best practices for setting up teams, channels, and tools
- Prerequisite: Basic knowledge of MS Teams (ability to log in, start/host a meeting).

Results & Takeaways

- Recognize differences of MS Teams as a collaboration engine vs simple video conferencing
- Practice using built-in tools like whiteboards, chat, video, polls, breakout rooms, and content sharing
- Experience techniques and apps that foster active learning
- Discuss how to set up, facilitate, and debrief group work and learning activities
- Select Openers, Closers, Revisiters, and Energizers to make MS Teams sessions stick
- Structure sessions to avoid painful silence, disruptions, and distractions—and get buy-in from the get-go
- Takeaway templates and activities with step-by-step instructions

Become an MS Teams whiz by leveraging built-in tools and apps that make training exciting and fun. Practice using the platform and gain repeatable processes to deliver industry-best training the free tutorials don't teach.

Pair with the Creative Training Techniques® Conference to earn a professional certification in Online Training.

BobPikeGroup.com/ Certification

Early Bird Price: Register 45 days in advance to receive discounted pricing.

Workshop Outline & Objectives

Module One: Discovering MS Teams

- Explore benefits and pitfalls of MS Teams
- Experience an orientation of tools and features
- Identify existing knowledge of MS Teams
- Evaluate how well you teach and engage before, during and after your webinar

Module Two: Interactive Design & Delivery Using MS Teams

- Differentiate between the trainer view and learner view
- Apply C.O.R.E. to your own content
- Examine 9 keys to use MS Teams interactively
- Better organize a team and channel to maximize your training
- Practice using tools in your own Teams account

Module Three: Follow-through

- Explore job aids to help ensure engagement
- Discover 160+ ideas for virtual engagement
- Receive checklists to help create a repeatable process

Interested in team training? We come to you. Save time and money when you bring the Making MS Teams Interactive workshop on location for groups of 6 or more.

Call **800-383-9210** for more information, or visit **bobpikegroup.com/making-ms-teams-interactive**

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