



THE  
BOB PIKE GROUP *Engineer Curiosity*

# Better MS Teams Meetings Workshop

**Three 3-Hour Online Sessions**

**\$1,695 | \$1,495\*** } \*Early Bird

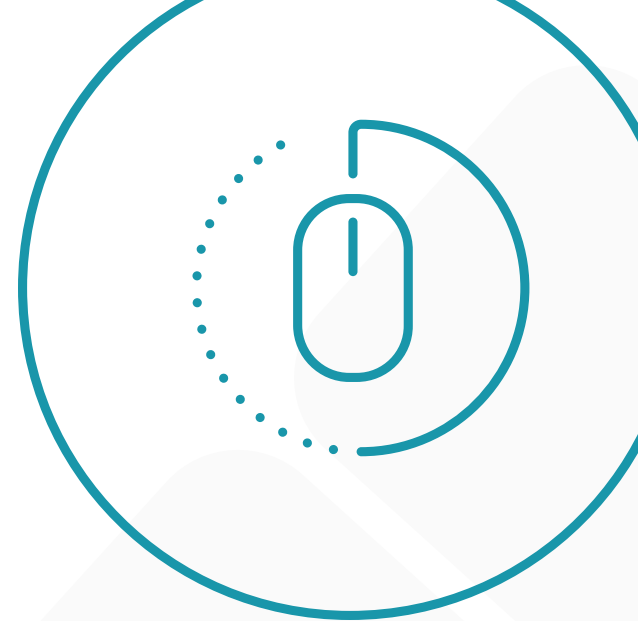
## Who Should Attend?

- Trainers who want to deliver programs interactively on MS Teams
- Business leaders who pitch, run meetings, or present using MS Teams
- Anyone feeling stuck using this robust, clunky and intimidating platform.
- 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
- Gain a framework to make meetings of any size interactive and engaging
- 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
- Deliver stronger pitches, lead better meetings and facilitate with polish and poise

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



Become an MS Teams whiz by leveraging built-in tools and apps that make meetings exciting and fun. Practice using the platform and gain repeatable processes to nail your meeting or training every time.



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

**[BobPikeGroup.com/Certification](https://BobPikeGroup.com/Certification)**

# 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 Better MS Teams Meetings Workshop on location for groups of 6 or more.

Call **800-383-9210** for more information, or visit **[bobbpikegroup.com/better-ms-teams-meetings](https://bobbpikegroup.com/better-ms-teams-meetings)**