

To stop wasting precious time at work looking for documents, it is important to properly structure your **OneDrive** and **Teams** tools. **Microsoft 365** is full of collaborative tools that allow you to be much more efficient, both individually and with your colleagues.

**QUALIFICATION**, the Sir Wilfrid Laurier School Board's service to businesses, offers **4 training courses\*** on this very subject, designed for work teams. If you are an **employer**, contact us to see how we can increase the productivity of your employees. If you are an **employee** and you think that these training sessions could be useful to you and your colleagues, talk to your employer!

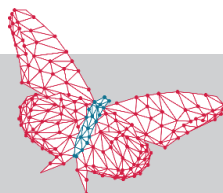
(\*Trainings available under the 1% Job Skills Act)

<p><b>The basics of workplace collaboration</b></p>	<p><b>Collaboration for leaders</b></p>
<p>9 hours (3 workshops of 3h each)</p>	<p>12 hours (4 workshops of 3 hours each)</p>
<ul style="list-style-type: none"> <li>• OneDrive</li> <li>• Introduction to Microsoft TEAMS</li> <li>• Introduction to SharePoint</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Microsoft 365 and OneDrive</li> <li>• Introduction to Microsoft TEAMS (part 1)</li> <li>• TEAMS (part 2)</li> <li>• SharePoint</li> </ul>
<p><b>Collaboration Academy</b></p>	<p><b>Academy 365</b></p>
<p>15 hours (5 workshops of 3hours each)</p>	<p>21 hours (7 workshops of 3 hours each)</p>
<ul style="list-style-type: none"> <li>• Introduction to Microsoft 365 and OneDrive</li> <li>• Microsoft TEAMS</li> <li>• SharePoint</li> <li>• Outlook 365 (office version)</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Microsoft 365 and OneDrive</li> <li>• Microsoft TEAMS</li> <li>• SharePoint</li> <li>• Outlook (office version)</li> <li>• OneNote (office version)</li> <li>• Forms, Planner and revision</li> </ul>

**Training is also available on an à la carte or custom basis.**

**Contact us and we will find the best solution to help you better master Microsoft 365 at work.**

[Contact us](#)



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**Transform yourself**