



# M365 Mini Bootcamp

Become a digital workplace champion!

Do you want to strengthen your digital muscles and work smarter using Microsoft 365? This 14 days online Mini Bootcamp, led by an experienced productivity expert via Microsoft Teams, will give you an intense “workout.” It will take you through what you need to know to be successful in the digital workplace and make you a digital champion.

*“The Bootcamp provided a great overview of the many benefits (and some realistic challenges) of using MS365 in the workplace. The Storyals videos and slides are hands-down the most enjoyable way to learn about the digital workplace.”*

- Previous M365 Mini Bootcamp attendee

## Scope of the Mini Bootcamp

- 5 hours of instructor-led online sessions
- 5 hours of on-demand self-paced learning
- 14 days access to a full Microsoft 365 lab environment
- 14 days access to the Storyals Pro learning solution
- Hands-on exercises
- Unlimited Q&A's and access to Storyals' Productivity Coach for 14 days
- Tips on how to increase productivity using Teams, Planner, To Do, Forms, and other Microsoft 365 apps
- Certificates of completion

## Who should attend?

This program is intended for business professionals who believe in the power of technology and have a desire to sharpen their digital skills, regardless of department. Prior knowledge of working with Microsoft Teams is beneficial but not mandatory.

## What will the program give?

After attending this bootcamp participants will know how to:

- Set up and manage a world-class team in Teams
- Communicate like a pro in Teams
- Effectively work with documents in Teams
- Manage tasks in To Do and Planner
- Leverage Teams to run bootcamps of your own

Refer to our website for dates and pricing