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## Microsoft Teams Training – Syllabus Outlines

**Training Mode:** Online, live lecturer

**Duration per course:** 10 hours

**Certification:** Certificate of Completion

**Training Start Date:** Flexible – start anytime!

**Price per course:** See individual pricing

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### Course 1: Microsoft Teams Fundamentals

**Price:** R8,900

**Target Audience:** Beginners, professionals new to Teams

#### **Course Overview:**

An introduction to Microsoft Teams for everyday communication and collaboration.

#### **Course Modules:**

1. **Getting Started with Teams**
    - Interface overview
    - Installing & accessing Teams
  2. **Chat and Conversations**
    - Direct messages vs channels
    - @mentions, formatting & reactions
  3. **Meetings & Scheduling**
    - Setting up meetings
    - Calendar integration
  4. **Working in Teams and Channels**
    - Creating teams & channels
    - File sharing and collaboration
  5. **Basic Settings and Notifications**
    - Customizing Teams experience
    - Notification preferences
  6. **Using the Mobile App**
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## **Course 2: Microsoft Teams for Managers and Project Leads**

**Price:** R10,900

**Target Audience:** Team leaders, managers, and coordinators

### **Course Overview:**

Focus on productivity, task management, and team coordination.

### **Course Modules:**

1. **Advanced Meeting Features**
    - Breakout rooms
    - Polls, whiteboards
  2. **Managing Teams & Permissions**
    - Adding/removing members
    - Role-based access control
  3. **File Collaboration with SharePoint**
    - Integration with OneDrive & SharePoint
    - Version control
  4. **Planner & To-Do Integration**
    - Task assignment & tracking
  5. **Team Communication Best Practices**
    - Encouraging adoption
    - Efficient communication strategies
  6. **Reporting & Usage Insights**
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## **Course 3: Microsoft Teams Admin and Integration**

**Price:** R10,900

**Target Audience:** IT staff, system administrators

### **Course Overview:**

Dive into back-end controls, policy settings, and integration with Microsoft 365.

### **Course Modules:**

1. **Admin Center Overview**
  - Teams admin roles
  - Navigating the portal
2. **Managing Users and Licenses**
  - User lifecycle

- Assigning policies
  - 3. **Security and Compliance**
    - Retention policies
    - eDiscovery, data loss prevention
  - 4. **Teams Policies and Governance**
    - Meeting, messaging, and app policies
  - 5. **Integration with Microsoft 365 Apps**
    - Teams + Outlook, SharePoint, Power Automate
  - 6. **Monitoring & Troubleshooting**
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#### **Company & Banking Details**

**Company Name:** The School of IT International Pty Ltd

**Enterprise Number:** 2019/278233/07

**Tax Number:** 9227879237

**EFT Banking Details:**

**Bank:** FNB

**Account Type:** Gold Business Account

**Account Number:** 62819004102

**Branch Code:** 200512

**Branch Name:** Somerset West

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