



SCHOOL ADMIN PROGRAMME

COURSE DESCRIPTION

Designed to support administrative staff who work in schools to help them adopt Microsoft Teams and a range of other free Microsoft technologies to streamline their workload and improve productivity. No prior experience required.

COURSE OUTCOMES

Participants will be expected to:

1. Manage, create and collaborate on files effectively within Microsoft Teams, SharePoint and Office Applications.
2. Communicate and collaborate both internally and externally using Microsoft Teams.
3. Utilise Forms and Power Automate to collect and process data.
4. Apply tools such as Planner, To Do, Outlook and One Note to manage and collaborate on tasks.

COURSE DETAILS

Date & Time	Session Title (2-hour online session)	Content	Self Directed Activity
18 th Nov 20 1pm – 3pm	Introduction to Teams, SharePoint and Office 365	An overview to the structure of Office 365, SharePoint and Teams covering how to best manage, edit and collaborate on documents.	PDP Courses Office 365 Overview Introduction to SharePoint Introduction to Groups in Office 365
25 th Nov 20 1pm – 3pm	Using Microsoft Teams as your primary communication tool	A more in depth look into how you use Teams as your central hub for communicating and collaborating.	PDP Courses Introduction to Teams
2 nd Dec 20 1pm – 3pm	Collecting and automating data using Microsoft Forms and Power Automate	Participants will learn how to use Microsoft Forms to collect data from different sources and create automated systems so the data is processed with minimal human input.	PDP Courses Introduction to Forms Introduction to Power Automate
9 th Dec 20 1pm – 3pm	Streamline day to day processes using Office 365 productivity tools and OneNote	Learn how to organise and assign tasks for yourself and other team members before exploring OneNote as a digital notebook ideal for capturing meeting notes.	PDP Courses Introduction to OneNote Introduction to Planner Introduction to Outlook