

Live Webinar - Beyond Slides: Engaging Sessions on Microsoft Teams

Course Duration: 2 hours

Maximum 10 delegates

About this course

This practical, hands-on course is designed for anyone looking to deliver engaging and interactive live sessions and presentations using Microsoft Teams. Whether you're new to the platform or have some experience and want to expand your skills, this session will equip you with the tools and techniques to go beyond simple slide presentations and create impactful online sessions.

Participants will learn how to effectively set up and manage a Teams environment for training and presentations, utilise engagement tools like polls and whiteboards, and enhance collaboration and audience participation. The session emphasises real-world usage, helping you confidently host polished, professional live sessions that keep your audience involved from start to finish.

Course Objectives

- Schedule, manage, and host Teams live sessions with confidence using the calendar and meeting controls
- Set up a professional online environment with background settings, lobby management, and participant controls
- Share content effectively, including screens, windows, and PowerPoint Live with locked navigation
- Use interactive tools like polls, whiteboards, emojis, and chat features to boost engagement
- Collaborate in real time by sharing and editing documents and managing breakout rooms
- Record sessions, spotlight speakers, and troubleshoot common technical issues smoothly

Course Contents

- Navigating the Teams Application
- Using the chat system
- Adding impact to conversations with Gifs and Emojis
- Accessing documents within chats
- Using the calendar
- Preparing and scheduling live sessions
- Blurring and changing your background
- Using the lobby
- Using breakout rooms
- Screen and window sharing, change settings and take control

- Apps within Teams
- Using the whiteboard
- Flow charts
- Using PowerPoint live to share content
- Speaker coach
- Document collaboration
- Creating and using a poll
- Recording sessions
- Spotighting speakers
- Resolving common technical issues