

DIGITAL INNOVATION AND TRANSFORMATION | COURSE BROCHURE

Microsoft 365 Productivity and Collaboration

5 days | Classroom training | English

SMART HORIZON

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Explore current programmes

https://smarthorizon.uk



Course content

Why attend

Microsoft 365 offers powerful tools for collaboration, communication and productivity, yet most users use only a fraction of their capabilities. This course covers Teams, SharePoint, OneDrive, Outlook, OneNote, Planner, Forms and integration between them, plus good practices for document management and collaboration.

Better use of Microsoft 365 reduces email overload, version confusion and wasted time. This course helps teams work smarter with the tools they already have.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course is hands-on with guided exercises, collaboration scenarios and team workspace design.

Course objectives

By the end of this course, participants will be able to:
• Use Teams effectively for communication and collaboration
• Manage documents with SharePoint and OneDrive
• Organise email, calendar and tasks in Outlook
• Plan and track work with Planner and To Do
• Use Forms, OneNote and other productivity tools
• Establish team collaboration practices

Target audience

This course is suitable for:
• Office professionals
• Team leaders
• Project coordinators
• Executive assistants
• IT champions



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Target competencies

Participants will develop competencies in:

- Teams collaboration
- Document management
- Email and calendar management
- Task planning
- Productivity tools
- Collaboration practices

Course outline

Day 1: Microsoft 365 Overview

09:00–09:54	Tools and when to use them
09:54–10:48	Navigation
10:48–11:00	Security basics
11:00–11:30	**Coffee break**
11:30–12:12	Security basics (continued)
12:12–13:06	Collaboration principles
13:06–14:00	Exercise: Current practice review

Day 2: Teams

09:00–09:54	Teams and channels
09:54–10:48	Chats and meetings
10:48–11:00	Files in Teams
11:00–11:30	**Coffee break**
11:30–12:12	Files in Teams (continued)
12:12–13:06	Apps and integrations
13:06–14:00	Lab: Setting up a team



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Day 3: SharePoint and OneDrive

09:00–09:54	Document libraries
09:54–10:48	Versioning and co-authoring
10:48–11:00	Sharing and permissions
11:00–11:30	**Coffee break**
11:30–12:12	Sharing and permissions (continued)
12:12–13:06	Search
13:06–14:00	Lab: Document management

Day 4: Outlook, Planner and OneNote

09:00–09:54	Email management
09:54–10:48	Calendar and scheduling
10:48–11:00	Planner and To Do
11:00–11:30	**Coffee break**
11:30–12:12	Planner and To Do (continued)
12:12–13:06	OneNote notebooks
13:06–14:00	Lab: Organising work

Day 5: Productivity Practices

09:00–09:54	Forms and approvals
09:54–10:48	Copilot overview
10:48–11:00	Team agreements
11:00–11:30	**Coffee break**
11:30–12:12	Team agreements (continued)
12:12–13:06	Adoption tips
13:06–14:00	Capstone: Team collaboration plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the



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sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Istanbul Confirmed dates	9 Nov 2026	13 Nov 2026	**£2,650.–**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,250.–**
Rome Confirmed dates	16 Nov 2026	20 Nov 2026	**£2,450.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,250.–**
Amsterdam Confirmed dates	23 Nov 2026	27 Nov 2026	**£2,540.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**£1,250.–**
Singapore Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,820.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
London Confirmed dates	14 Dec 2026	18 Dec 2026	**£2,450.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.–**
Dubai Confirmed dates	11 Jan 2027	15 Jan 2027	**£3,150.–**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**£1,250.–**
Frankfurt Confirmed dates	25 Jan 2027	29 Jan 2027	**£2,650.–**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,450.–**
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,250.–**
Cape Town Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,890.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.–**
Paris Confirmed dates	22 Feb 2027	26 Feb 2027	**£2,860.–**
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**£1,250.–**
Istanbul Confirmed dates	8 Mar 2027	12 Mar 2027	**£2,650.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,250.–**
Amsterdam Confirmed dates	22 Mar 2027	26 Mar 2027	**£2,540.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**£1,250.–**
Singapore Confirmed dates	12 Apr 2027	16 Apr 2027	**£2,820.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Cape Town Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,890.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.–**
London Confirmed dates	26 Apr 2027	30 Apr 2027	**£2,450.–**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,250.–**
Dubai Confirmed dates	10 May 2027	14 May 2027	**£3,150.–**
Online Confirmed dates	10 May 2027	14 May 2027	**£1,250.–**
Frankfurt Confirmed dates	24 May 2027	28 May 2027	**£2,650.–**
Online Confirmed dates	24 May 2027	28 May 2027	**£1,250.–**
Vienna Confirmed dates	7 Jun 2027	11 Jun 2027	**£2,940.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	14 Jun 2027	18 Jun 2027	**£1,450.–**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**£1,250.–**
Paris Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,860.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.–**
Istanbul Confirmed dates	12 Jul 2027	16 Jul 2027	**£2,650.–**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,250.–**
Amsterdam Confirmed dates	26 Jul 2027	30 Jul 2027	**£2,540.–**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**£1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Singapore Confirmed dates	9 Aug 2027	13 Aug 2027	**£2,820.-**
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,250.-**
Barcelona Confirmed dates	16 Aug 2027	20 Aug 2027	**£2,840.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
London Confirmed dates	23 Aug 2027	27 Aug 2027	**£2,450.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**£1,250.-**
Dubai Confirmed dates	13 Sept 2027	17 Sept 2027	**£3,150.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,250.-**
Frankfurt Confirmed dates	20 Sept 2027	24 Sept 2027	**£2,650.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	11 Oct 2027	15 Oct 2027	**£1,450.–**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**£1,250.–**
Rome Confirmed dates	18 Oct 2027	22 Oct 2027	**£2,450.–**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,250.–**
Paris Confirmed dates	25 Oct 2027	29 Oct 2027	**£2,860.–**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**£1,250.–**
Istanbul Confirmed dates	8 Nov 2027	12 Nov 2027	**£2,650.–**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**£1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Amsterdam Confirmed dates	22 Nov 2027	26 Nov 2027	**£2,540.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,250.-**
Singapore Confirmed dates	6 Dec 2027	10 Dec 2027	**£2,820.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.-**
London Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,450.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.-**



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Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online