



© marketoonist.com

BUSINESS KOLDING

Kom godt i gang med Microsoft Teams

AGENDA



9:00

Kort præsentation af teknologi forankring, overordnede elementer i Teams og modenhedsmodel for Microsoft Teams.



9:10

Live i Microsoft Teams

- *Overblik over Interface*
- *Grundregel med kommunikation i Teams*
- *Introduktion til tabs med filer i Teams*
- *Møder i Teams*



9:55

Spørgsmål og kommentarer

Aktivér din digital arbejdsplads

Hvem er vi?

Vi er *adoption* specialister for digital arbejdsteknologi.

Det betyder vi hjælper organisationer med at forankre arbejdsteknologi. Vi tager altid udgangspunkt i forretningen og menneskelig adfærd.

Vi bruger visuel, *hands-on* læring og samarbejdsscenerier.



HVORFOR?

WorkWays startede med et spørgsmål om, hvorfor vores arbejdslivet stadig er i beta? Vi har en overflod af teknologi, digitale enheder og spritnye digitale arbejdsplatforme. De fleste bruger dog stadig primært, det mere end 20 år gamle e-mail-system?

Det er en udfordring for samarbejdet, effektiviteten og produktiviteten. Specielt når organisationer er ved blive mere agile og dynamiske.

Vi mener, at der lige nu er en hidtil uset mulighed for at skabe et mere effektivt og bedre arbejdsliv. Nye teknologi-platforme gør det muligt, men menneskers brug af den, skal skabes ud fra konkrete forretningsprocesser, reelle behov og med forståelse for menneskelig adfærd. Vi er på en mission for at slippe tøjlerne løs på effektiviteten og produktiviteten, samt ikke mindst at opnå et bedre arbejdsliv.



HVEM ER VI?



**ANDERS
BENDIX KIEL**
PARTNER

+45 20 11 40 05
anders@workways.dk



Sociolog med +10 års erfaring indenfor sociale arbejdsteknologier. Første Podio Partner.



Connect with us on
LinkedIn



**MORTEN
WEETH**
PARTNER

+45 61 69 94 00
morten@workways.dk



Økonom med +15 års erfaring indenfor arbejdsteknologi og ledelse af større IT-projekter i energi- og telesektoren.. PRINCE2 certificeret.



Connect with us on
LinkedIn



**KRISTIAN
DJURHUUS**
PARTNER

+45 24 44 59 48
kristian@workways.dk



13 års erfaring fra Google.
+ 10 års erfaring fra Googles samarbejdsteknologier.



Connect with us on
LinkedIn

The vision of the modern workspace

Fleksibilitet

Bedre møder

Strømlinet kommunikation

Agile

Videndele

Færre rejser

Dybt arbejde







Mindre frustration

Lange møder



Versionitis

Is this the right document? Send links not attachments.

-  Requirements.Final.docx
-  Requirements.FinalFinal.docx
-  Requirements.ThisIsReallyFinal.docx
-  Requirements.v1.docx
-  Requirements.v2.docx
-  Requirements.v3.docx

80% mennesker 20% teknologi



Anna-Christina (5) - Google... x

https://wave.google.com/wave/

Google wave preview

Anna-Christina | Terms | Privacy | Help | Sign out

Navigation

- Inbox
- All
- By Me
- Requests
- Spam
- Settings
- Trash

SEARCHES

- To Do
- Team
- Welcome waves

FOLDERS

- Games
- Biking

Contacts

Anna-Christina @brunch!

Search...

- Ace
- Adam
- Alan
- Becca

Manage contacts

Inbox 1 - 9 of 9

New Wave in:inbox

Archive Mute Inbox Spam! Read

- Kilimanjaro Reunion!** - Remember how 7:52 pm 2 of 3
- Team Lunch this week?** - Isn't it fun demo-ing 6:25 pm 2 of 4
- Artists Wave** - ... Hey guys !! looking fi 4:31 pm 17 of 19
- Google Wave Maine** - ... Maine doesn't seem to Oct 27 24 of 26
- To Do Team Pick up sticks anyone?** - who? Oct 27 1 of 2
- Final countdown!** - Hey Adam, We have 1 w Oct 27 1 msg
- Welcome waves** Getting started with Google W: Oct 26 1 msg
- To Do Team Roll call!** - I am Sydney Waver, hear Oct 26 5 msgs
- Extensions Gallery** - Google Wave extensior Sep 30 1 msg

Kilimanjaro Reunion!

Edited by me (and Greg, Becca) 7:51 pm

Kilimanjaro Reunion!

Remember how much fun we had?

- Greg:** Yeah! This time, I'll bring better gloves **Greg** 7:44 pm
- Becca:** So fun, but I can't make it this year 7:47 pm

the top! trees melting

Becca

Who wants to go again?

Yes **No** **M**

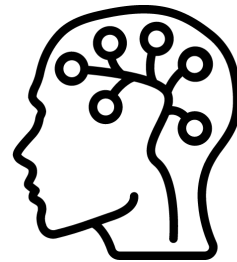
Anna-Christina McWave I'm there

Becca Asher

Tags: Images Files

Forandring er svært

System 1



System 2



95%



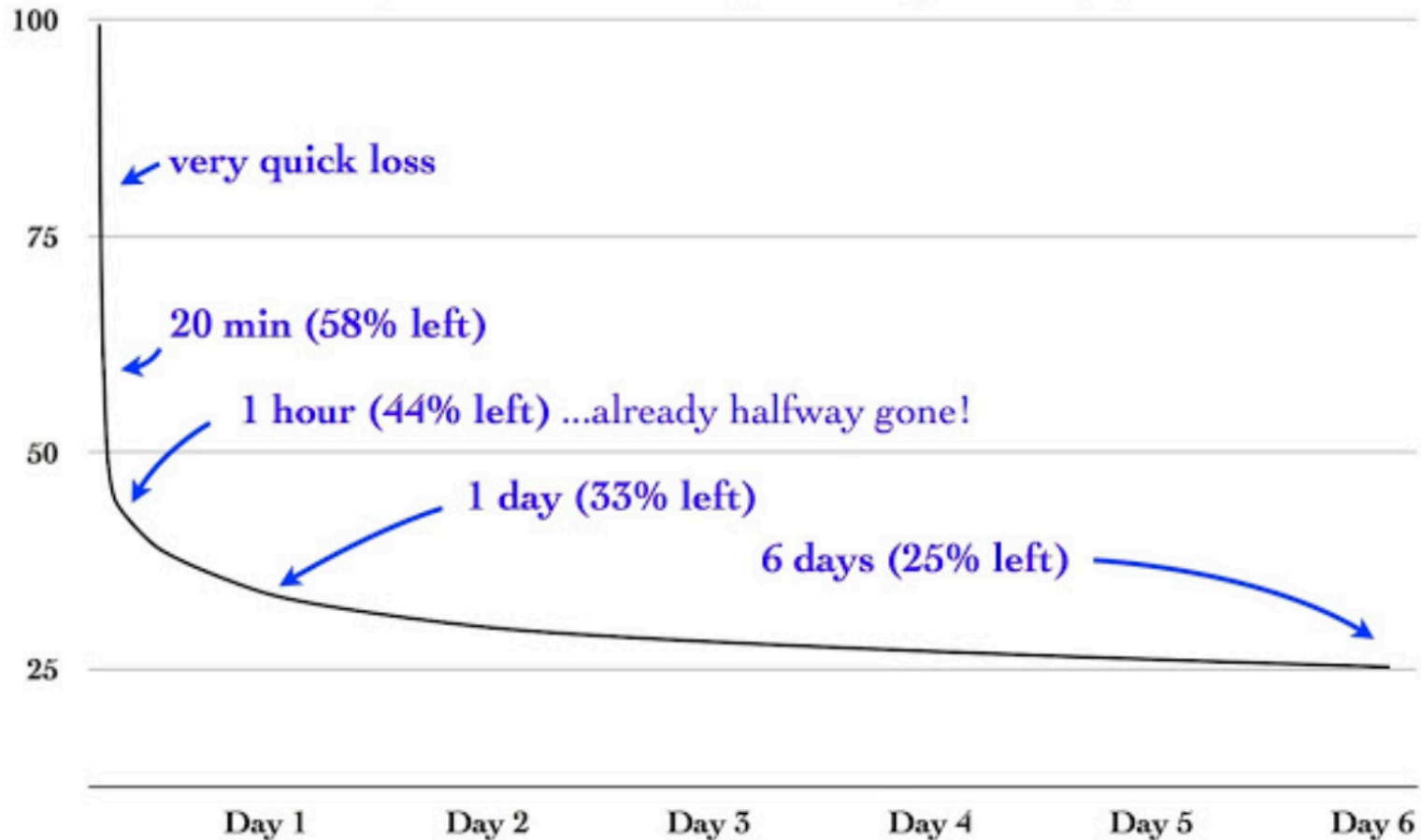
5%



Vi glemmer hurtigt

Ebbinghaus' Forgetting Curve

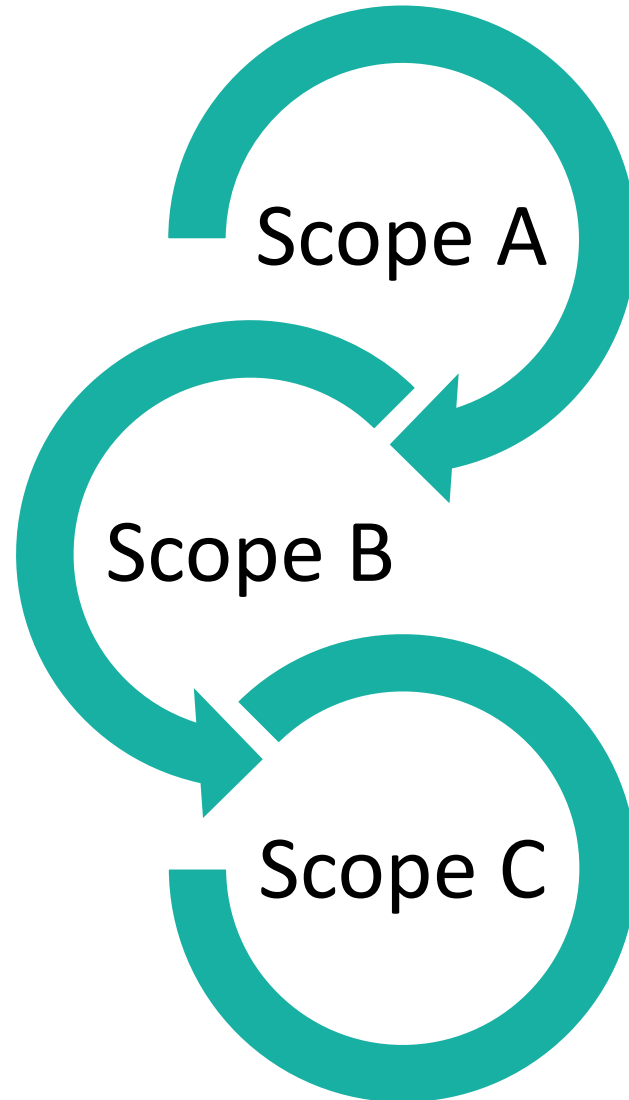
(How much of something do we forget each day?)



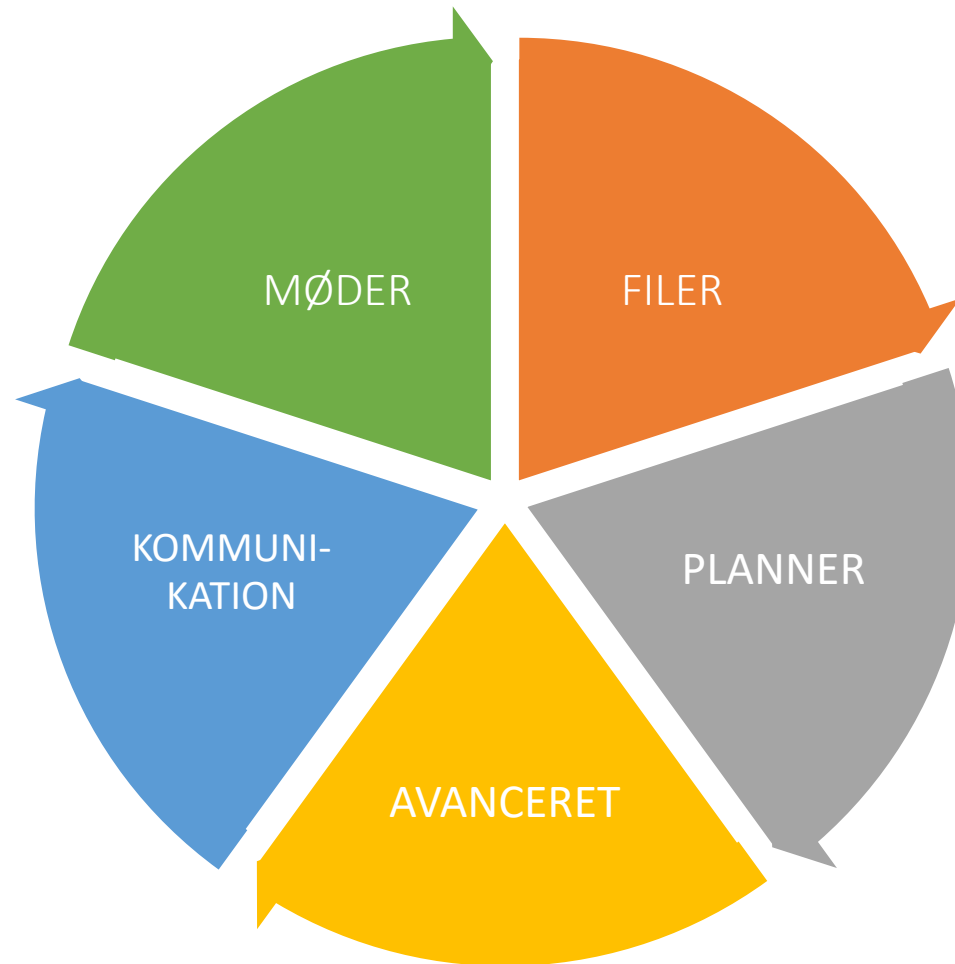
what's in it for me?



Korte loops



5 FACETTER AF MICROSOFT TEAMS



MATURITY MODELS FOR MICROSOFT TEAMS

Digital maturity
assessment &
adoption strategy

Unpredictable

Yes, I have seen the Teams tab, it's something the IT-department decided

Teams icons appears in interfaces and some employees starts sharing documents and files

Enlightened

Cool, that we can work together on documents!

Teams are created in an unstructured manner and communication starts appearing.

Team video meetings are used.

Focused

We should make a Team for this instead of e-mailing

The organization has collectively moved to Teams and is now generally structured.

Behavior of sharing documents has been adopted. Sporadic usage of tabs and features such as video recording

First live events are used for all-hands

Structured

These processes have really been improved!

Strong structure and users have gained efficiency and productivity.

Features such as video recordings are used to include all stakeholders.

Collaboration has improved and tabs and connectors are consistently adopted.

Live events are used frequently

Adoptive

Let's look at the connectors for this team chat?

Actually, I think we will do a quick HR bot for this

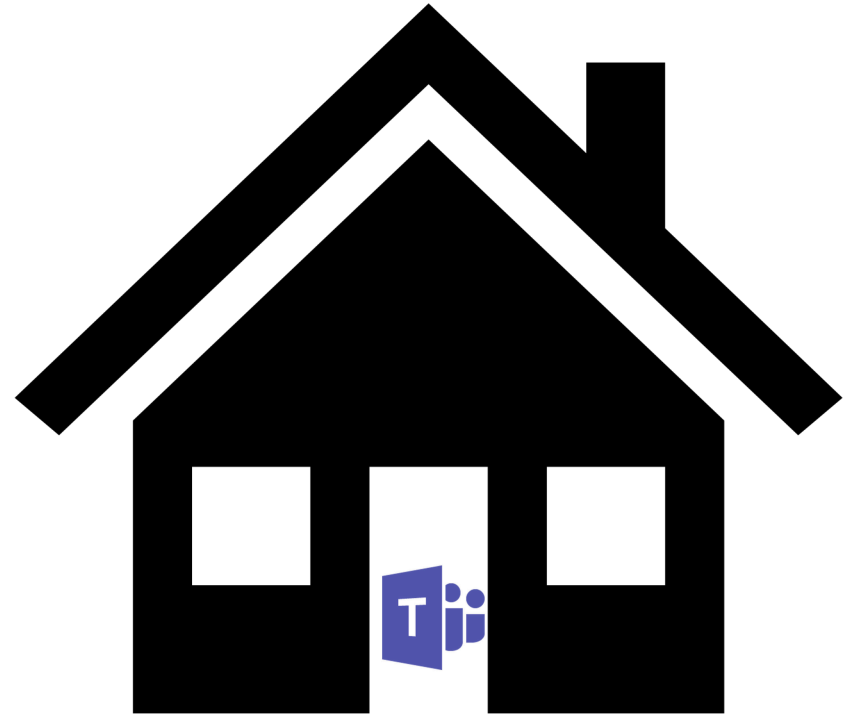
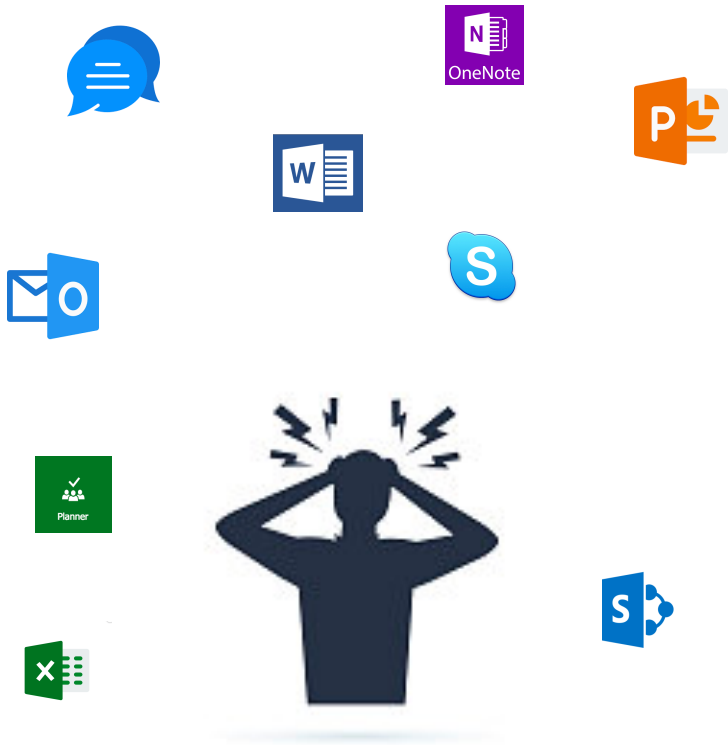
Users are now innovating and requesting product improvements at UserVoice.

Bots, connectors are consistently implemented, and many users are able to create it themselves.

Significant reductions in travel and meeting cost.



LIVE i Teams



EXAMPLE



MEETINGS COLLABORATION CONTRACT

Note example only: Will be tailored to Novozymes and made accessible in Microsoft Teams



Proper **headphones** for reducing background noise and securing quality sound..



We use **meeting notes** before and after the meeting.



We can switch to **Mobile** in meetings for flexibility.



We plan actionable tasks in **Meeting**



We can **record** (and transcribe) the concluding decisions from a meeting



Redefining **social cues** for online meetings.

TAK FOR I DAG?

Ræk ud hvis du har spørgsmål, kommentarer eller hvis du vil høre mere



**KRISTIAN
DJURHUUS**
PARTNER

+45 24 44 59 48

kristian@workways.dk



Connect with us on
LinkedIn