



# Manage business processes with Teams

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Solutions Manager

Projetos cofinanciados pela EU



# Scenario – e-learning on Teams



# e-Learning on Teams

Build a modern and collaborative Learning Culture with Microsoft Teams and LMS365

Development on the job

MicroLearning

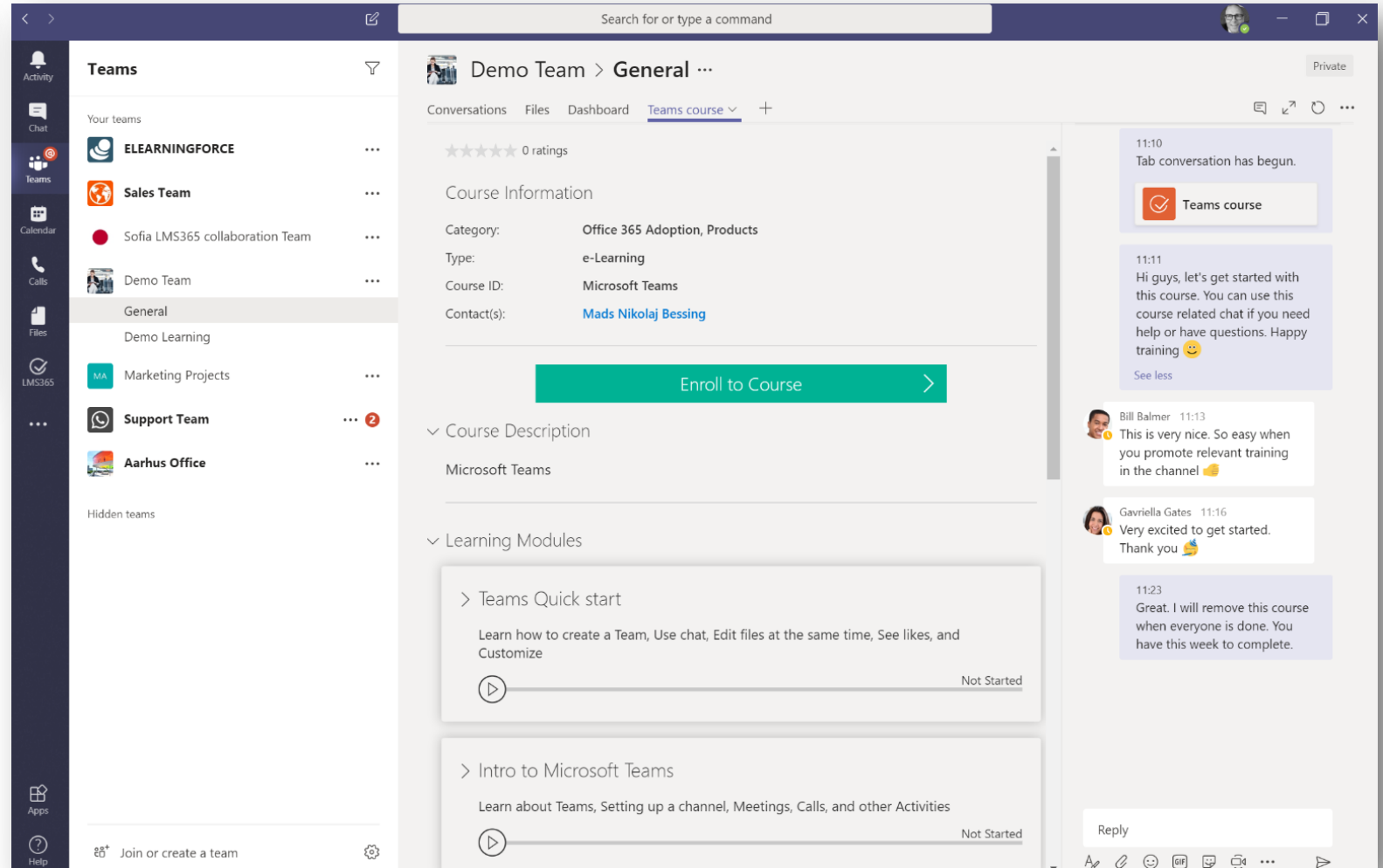
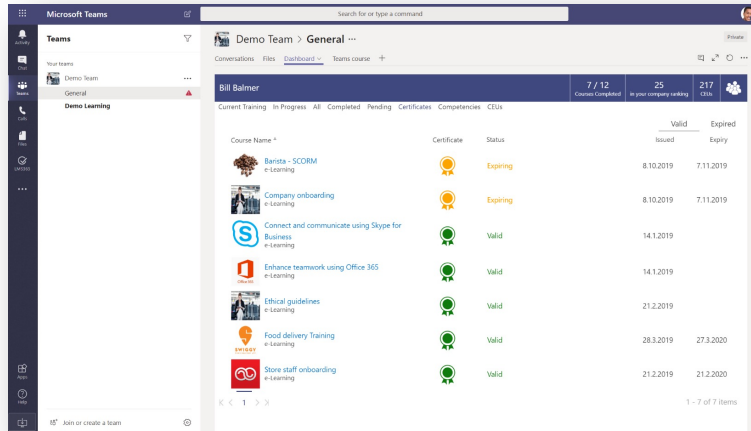
Social Learning and Team Work

Take eLearning on the road

## Key Capabilities

- Enable the organizations to create, deliver and track training in Office 365
- Access the solution by using SharePoint, Teams and Mobile Devices
- Learning Portal customized to the organization's image
- Integration with relevant business applications
- Build on Office 365 and all its security and mobility attributes
- A fast learning curve by users working on familiar interfaces
- Intuitive use by users: access to training plans, progress reports, certificates, etc.
- Execution of training in the workspace - business and productivity applications
- Ability to enrich the collaborative and social training experience (Forums, Chat Boxes, Note sharing, Yammer groups)
- Fully integrated with Teams and with Bots
- Support for importing and loading SCORM base content

# e-Learning on Teams



- Access Training Dashboards and Courses in Teams
- Enroll directly in courses
- Promote a single course or training plan in any channel in 10 sec.
- Use the bot to search courses

# Equipas

As suas equipas

- ES** Sub14
- 6A** Sub16
- Academia**
- Geral**
- Administration
- Office 365 - Formação
- Crisis Communication
- Crisis Communication Admin
- Onboarding
- c** csk
- A** Academy
- T** TesteTeamsAdmin
- PX** Project-Projeto X

Equipas ocultas

Aderir ou criar uma equipa



## Geral

Catálogo de Pesquisa de Curso:

### Categorias

- Office 365 Adoption (23)
- Products (13)
- One Drive (4)
- Técnico (4)
- Get Started (3)

[Mostrar mais +](#)

### Tipo do Curso

- E-Learning (27)
- Formação de Sala de Aula e combinada (2)
- Webinar (0)
- Plano de Formação (1)



Organizar por: Os Cursos mais recentes primeiro

## Cursos mais populares

### 5 - Microsoft Teams and Teams Meetings

★★★★★ 1 Avaliações

Tipo: E-Learning  
Duração: 8 Min

[Ver o Curso](#)

### OneDrive Training

★★★★★ 1 Avaliações

Tipo: Plano de Formação  
Duração: 30 Min

[Ver o Plano de Formação](#)

### UNIPARTNER Privacy & Security Training

★★★★★ 1 Avaliações

Tipo: E-Learning  
Duração: 20 Minutos  
Contacto(s): [Admin Inês Oliveira](#)

[Ver o Curso](#)

### Introdução ao Microsoft Teams

★★★★★ 1 Avaliações

Tipo: E-Learning  
Duração: 30 Minutos  
Contacto(s): [Admin Inês Oliveira](#)

[Ver o Curso](#)





# LMS365 | Gerenciamento de apr...

Conversa

**Painel**

Formacao

Acerca desta aplicação

## Programa do Curso

Introdução ao Microsoft Teams



> Módulo 01



> Módulo 02



▼ Módulo 03



**Módulo 3: Equipas e Canais**



Quizz de Teste Módulo 3



> Módulo 04



> Módulo 05



> Módulo 06



> Confirmação



ESTADO DO CURSO



Introdução ao Microsoft Teams > Módulo 03 > Módulo 3: Equipas e Canais



**Módulo 3**  
Equipas e canais

Neste módulo irá aprender a criar equipas, a adicionar canais a equipas, a mencionar pessoas dentro da equipa e a saber encontrar menções feitas a si ou a uma das suas equipas.

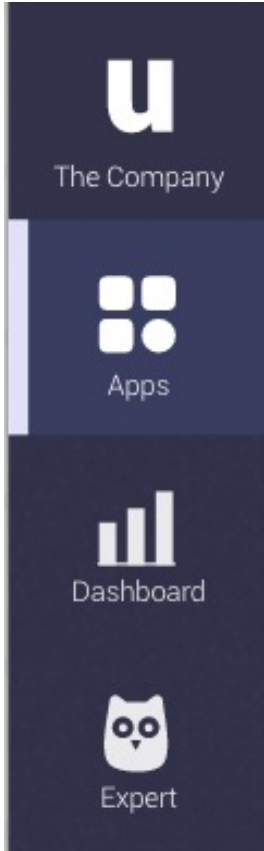
0:10 / 4:00

# Scenario

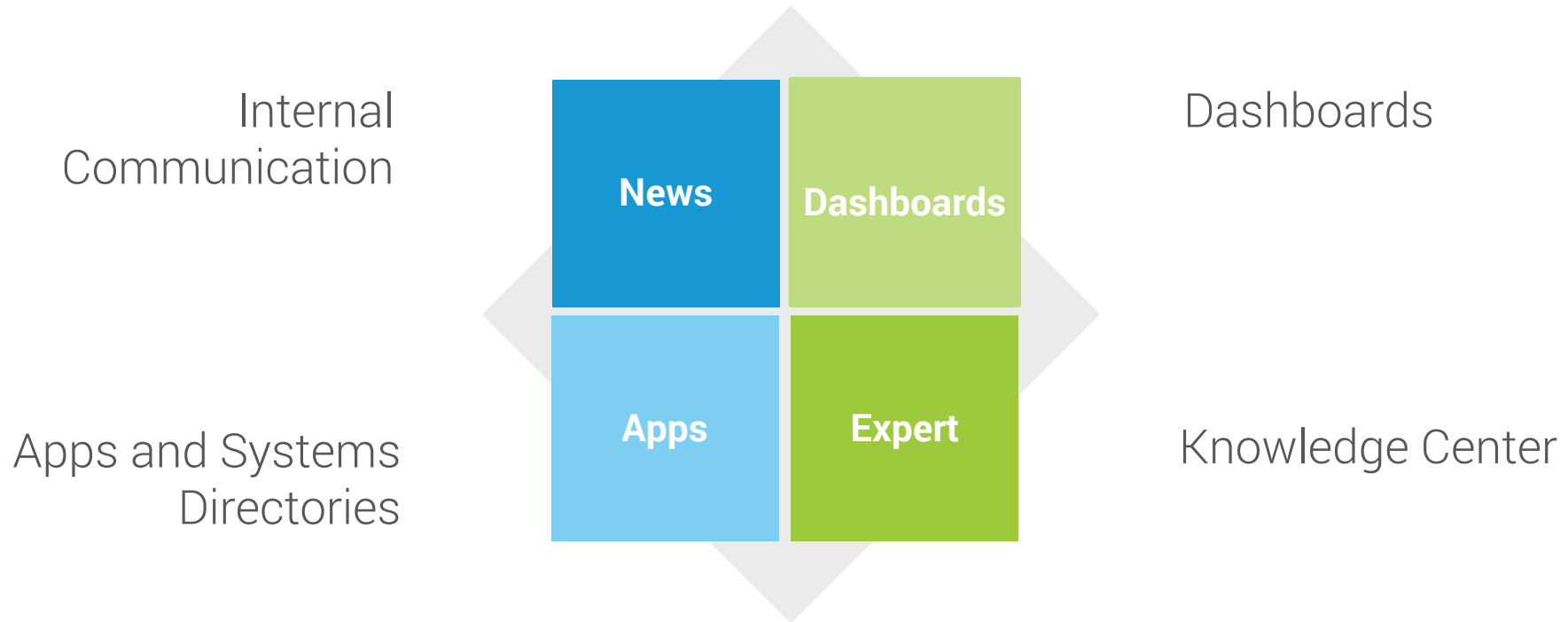
Teams for internal communication



# Teams for internal communication



Information designed to support the daily work of the employee and segmented into multiple teams apps - each with a specific purpose.







# Internal Communication App

Increase employee engagement by sharing relevant information

Designed to have to present relevant information to employees organized on home page, media hub and human resources. Example of some content to be available:

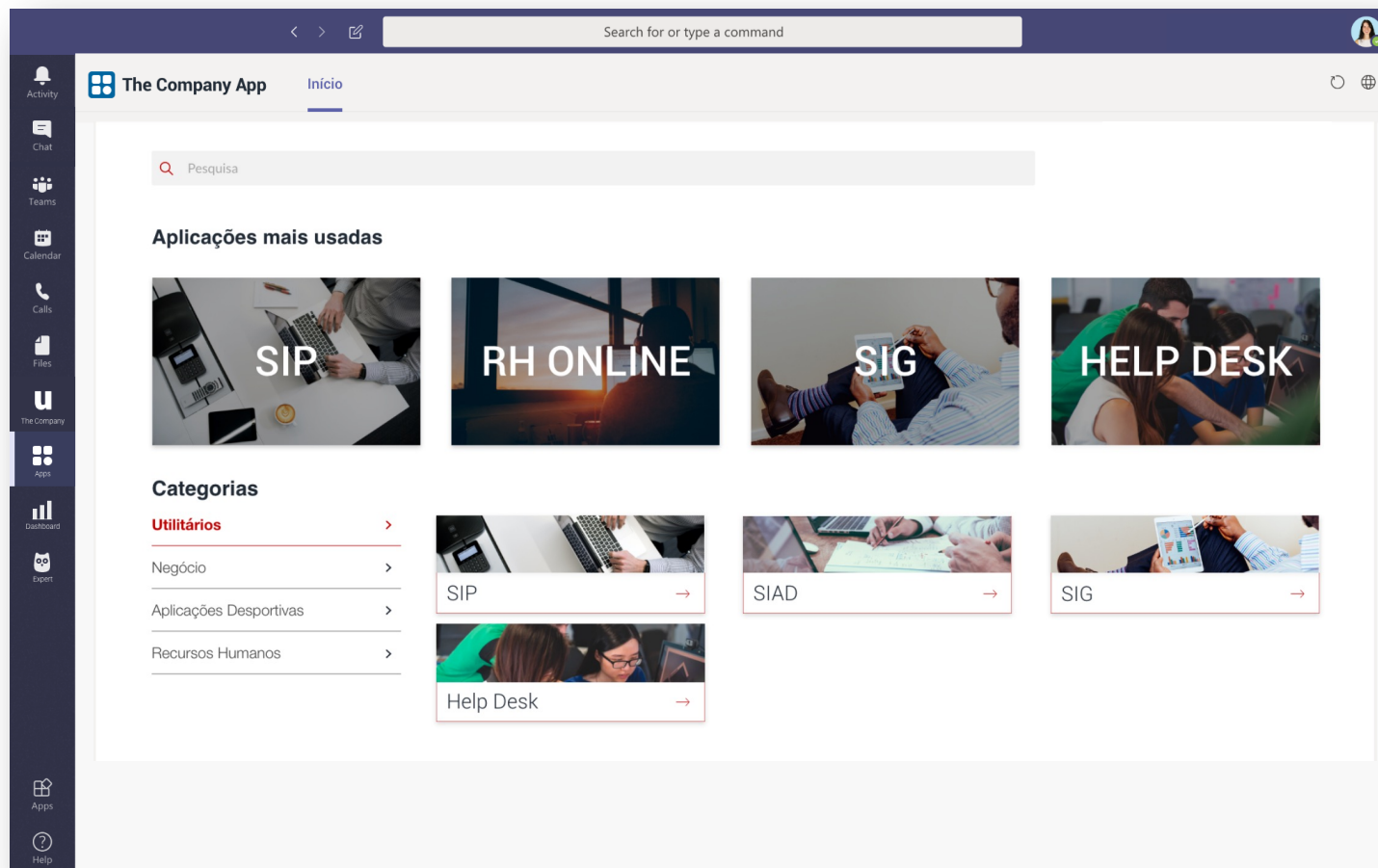
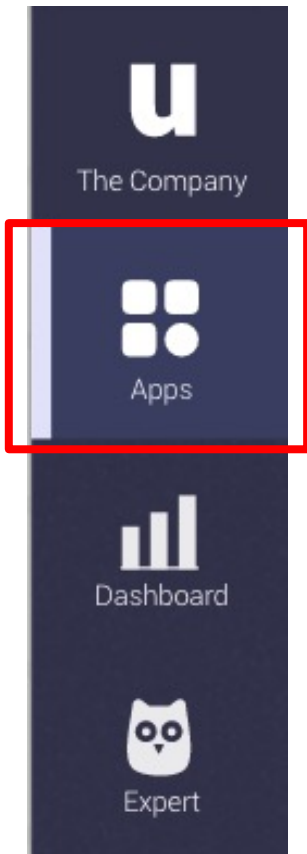
- Alerts
- Highlights
- News
- Calendar Events
- Event galleries
- Clipping
- Social networks
- Media Kit
- Press Releases
- Newsletters
- Internal Communications
- Surveys/Surveys



# The Company App Hub

Access to all apps and apps aggregated at a single point

Designed to present the relevant apps and applications to the authenticated user



- Apps per profile
- Searchable
- Favorites

# The Company App Hub

Publish your apps

Streamline your processes into PowerApps that you share in the Company App Hub

The screenshot displays the 'The Company App' interface. The top navigation bar includes a search bar and a user profile icon. The left sidebar contains various navigation options: Activity, Chat, Teams, Calendar, Calls, Files, The Company, Apps (highlighted with a red box), Dashboard, and Expert. The main content area is titled 'Pedidos' and features a filter bar with buttons for 'Todos', 'Em preparação', 'Em aprovação', 'Aprovados', and 'Reprovados'. Below the filter bar is a list of requests, each with a 'Número do Ato', a title, and a status. The requests are as follows:

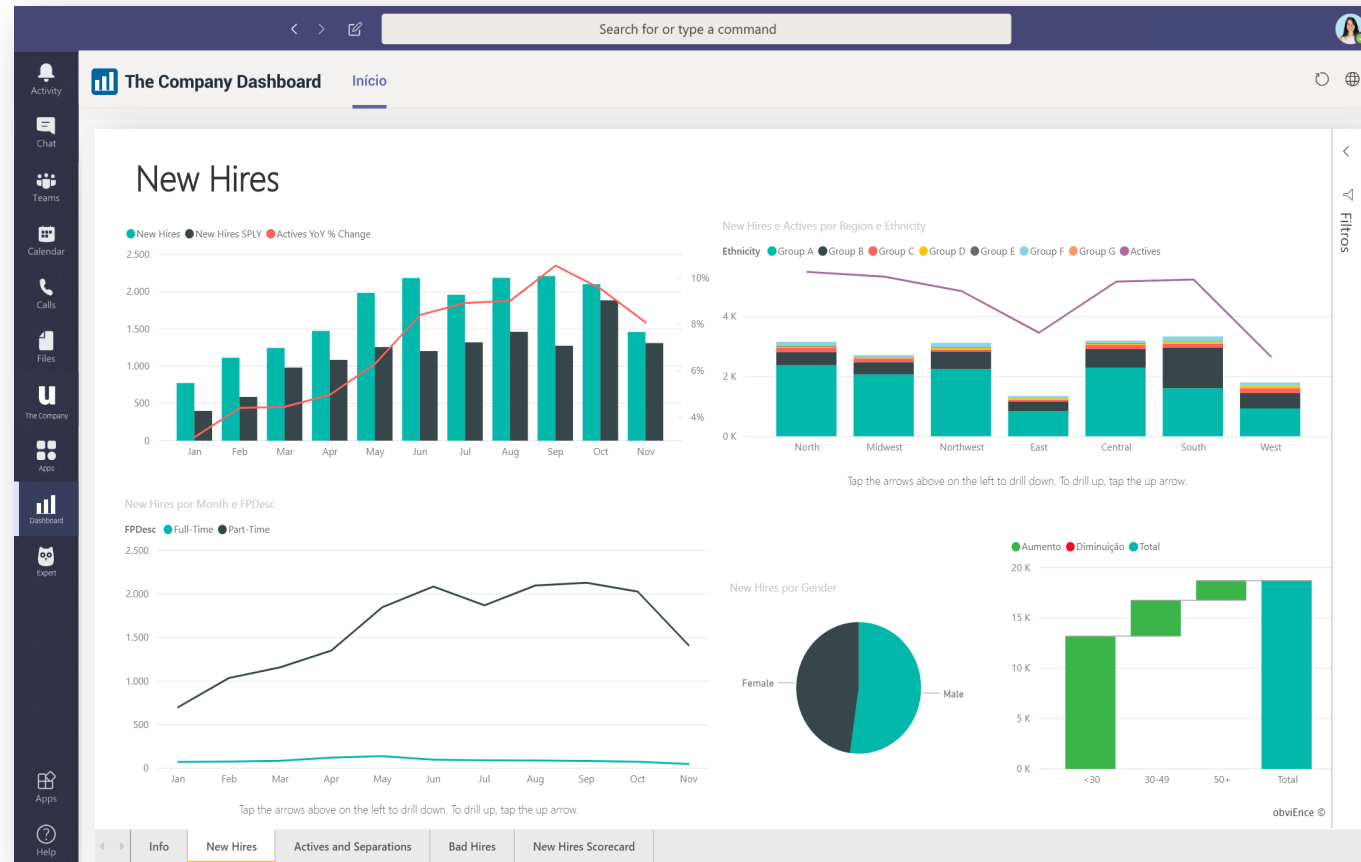
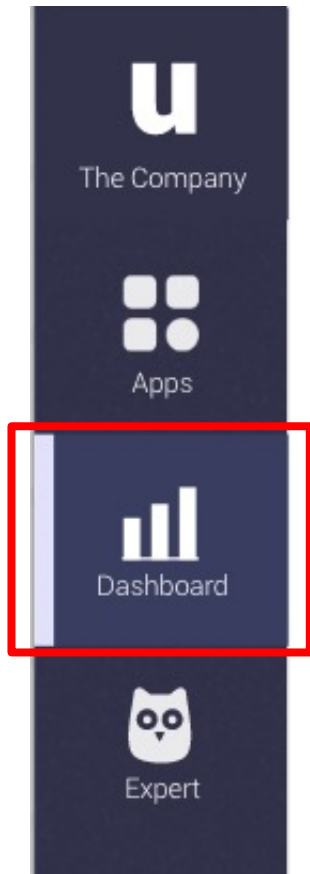
Número do Ato	Exemplo Cargo	Data	Status
111	Exemplo Cargo	01/08/2020 - 01/08/2024	Em Aprovação
1234/2020	Secretario Regional da Economia	01/08/2020 - 31/08/2024	Aprovado   Ativo
123/2020	Director Regional de Economia	01/08/2020 - 31/08/2023	Aprovado
1234/2020	Director de Transportes Terrestres	01/08/2020 - 31/08/2022	Aprovado
1234/2020	Director Regional de Transportes Terrestres	13/08/2020 - 31/08/2023	Recusado
123/2020		01/08/2020 - 31/10/2021	

- Tasks
- Requests
- Interface with Data Repositories
- Mobile Apps

# The Company Dashboard

A single point to access the company dashboards

Designed to present the relevant apps and applications to the authenticated user

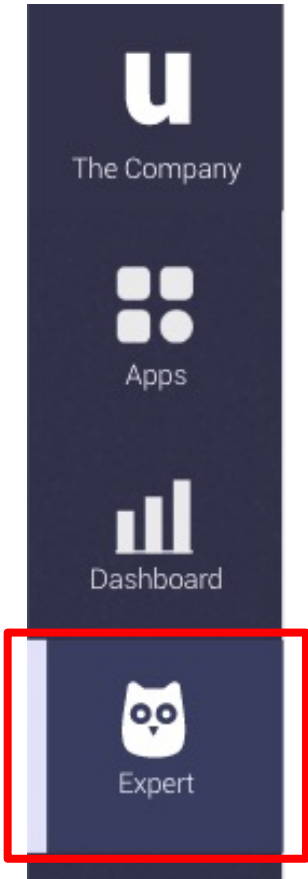


- Published for each profile

# The Company Knowledge Centre

A single point to access the company dashboards

Designed to present the relevant apps and applications to the authenticated user



A screenshot of the Microsoft Teams interface. The top bar shows 'Microsoft Teams' and a search bar. The main area is titled 'The Company Expert' and 'Inicio'. It displays a grid of app tiles: Outlook, OneDrive, Word, Excel, SharePoint, Microsoft Teams, Yammer, Office basics, Sway, Accessibility, Access, and Office for the web. On the right, there is a video player overlay from 'unipartner' titled 'Microsoft 365 Centro d...'. The video player shows a scene with people and the text 'Formação Microsoft 365'. Below the video, there are navigation controls and a list of items.

Technology

# Building an Enterprise Workplace Hub with Microsoft Teams

Saiba mais →



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Pesquisa



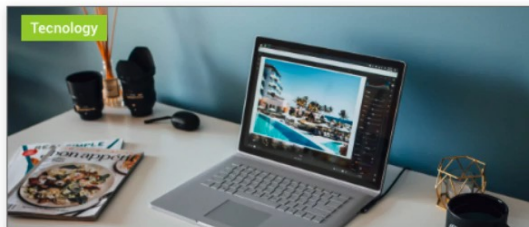
## Destaque



E-learning

### Novo modelo de Trabalho

12/06/2020



Tecnology

### Microsoft Teams

12/06/2020

## Colaboradores



12/06/2020

Parabéns  
**José Ramos**

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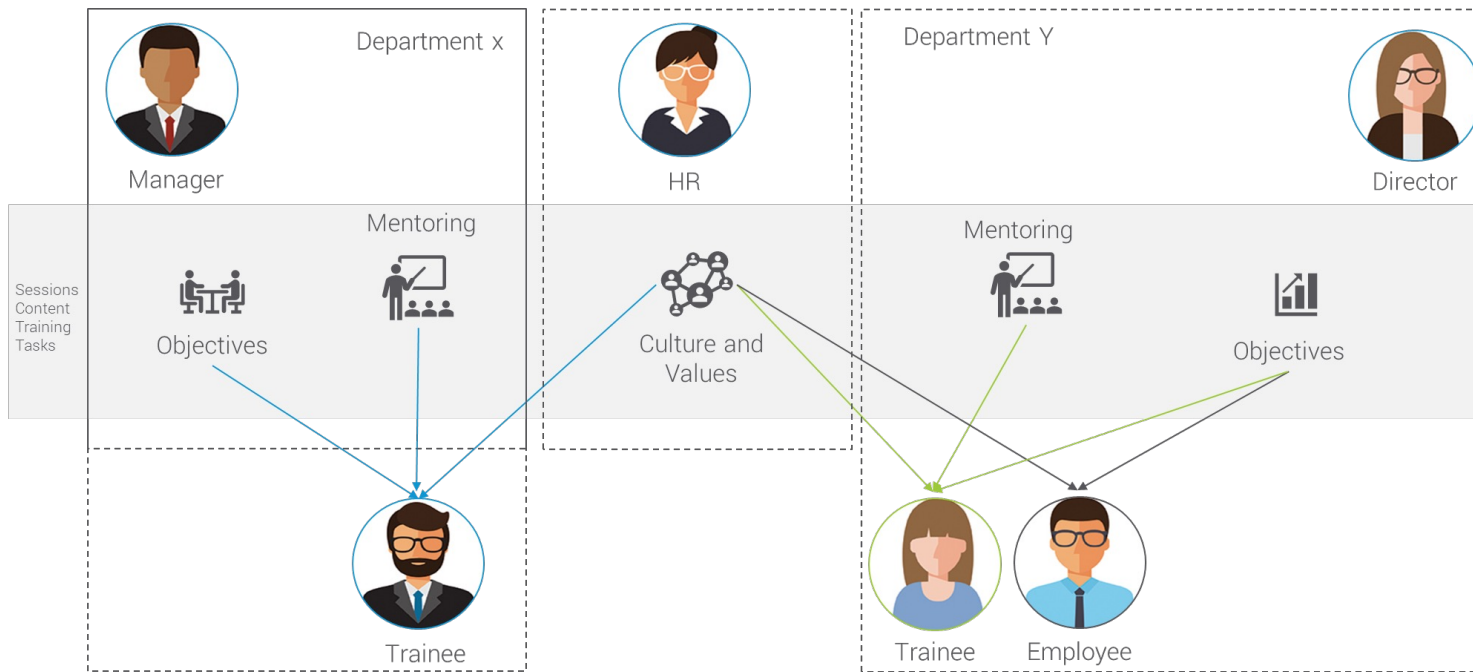
# Scenario

## OnBoarding on Teams



# The Welcome App

Designed to help HR, Managers and new Hires



## Guided OnBoarding Experience

- Information about the OnBoarding Plan (calendar, content, sessions, tasks, etc.)
- Guided execution of the OnBoarding Plan (wizard) complemented with an assistant
- Notifications on sessions , tasks, etc.
- OnBoarding Plan execution progress information
- Scoreboard for executed sessions / trainings per role, department or organization
- Information about new hires (this year, this quarter, this month, etc... )
- Find your peers and who is who in the organization
- Social onboarding capabilities as likes, comments, kudos, etc.. on other new hires accomplishments
- Mobile access to onboarding plan, sessions and content.





OB Gamification and Satisfaction

Turnover and User Satisfaction

Employee Statistics

Employee

All

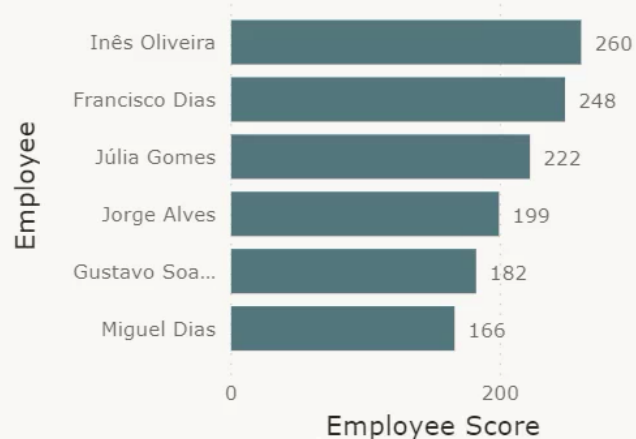
Manager

All

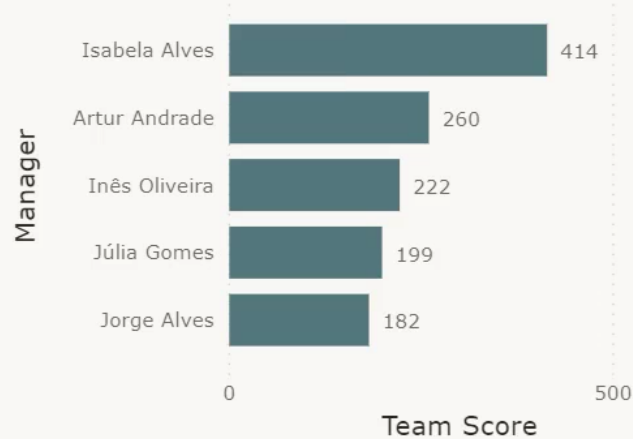
Department

All

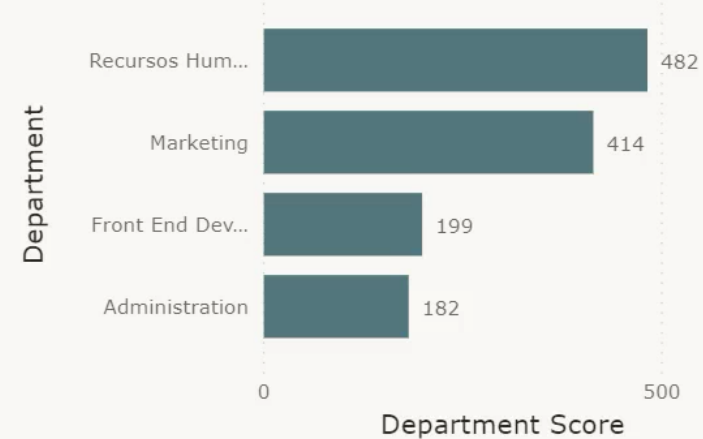
OB Score Totals by Employee



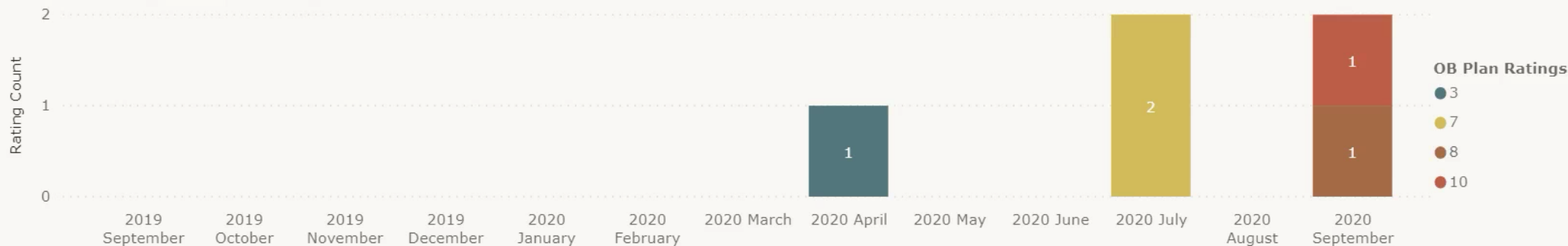
OB Score Totals by Manager



OB Score Totals by Department



OB Survey Feedback Ratings Per Month





Atividade



Conversa



Equipas



Calendário



Chamadas



Ficheiros



Welcome A...



...



Aplicações



Ajuda



# Equipas



Geral

Publicações

Ficheiros

Wiki



Toda-org

Reunir



As suas equipas

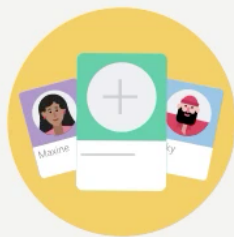
unipartnertese



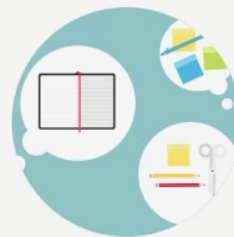
Geral

## Bem-vindo à equipa!

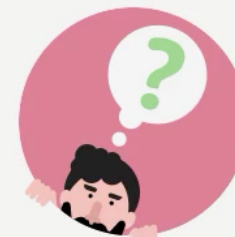
Aqui estão algumas coisas para começar...



Adicionar mais pessoas



Criar mais canais



Abra as Perguntas Frequentes

Nova conversa

Aderir ou criar uma equipa



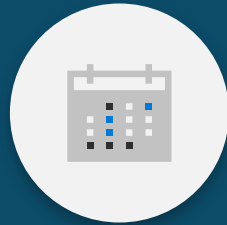
# When should you build a teams App?

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“



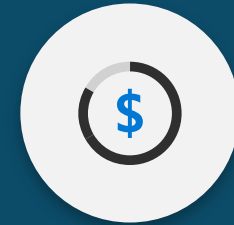
Does it solve a real problem for a team?



How often will it be used?



How many people will use it?



What ROI does it provide for the team?

# Related Service Offerings



# Microsoft Teams Governance

## Highlights



Definition of a code of conduct and ethics



Security policies and access to the service



Conditions of use of the service in the organization



Team lifecycle definition



Communication of the Government Model to the organization

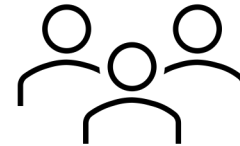


The adoption of Office 365 services, and in particular information storage and sharing services such as Microsoft Teams, transforms the way people collaborate and work as a team.

But the adoption of Microsoft Teams also brings challenges in the management and maintenance of corporate data.

- What are the rules for using Teams?
- When should I create a new team?
- I am new to the organization. How do I find my team's data?
- I don't need this team anymore, what do I do with it?

Users



- How do I manage the creation of Teams within the organization?
- How do I identify unused Teams and what should I do with them?
- Are the security policies I have in Teams the most suitable?
- How do I regulate the use of Teams in my organization?

IT and Internal Audit

# Microsoft 365 Security



Sharing, collaboration and mobility requirements coupled with increasing sophistication, persistency and recurrence of cyberattacks force organizations to transform and modernize their management processes and security solutions.

## Highlights

### Users are security weakest link:

- Enforce identity protection measures
- Monitor and control authentication
- Keep users aware and educated

### Data is a valuable asset:

- Classify and Protect data
- Enforce DLP policies
- Data classification is a journey

### Attack sophistication:

- Keep workplaces updated and monitored
- Leverage with AI and machine learning

### Attack surface is increasing:

- Monitor and manage all attack surface
- Centralize monitoring and management tools

Identity	Information	Devices	Security Management
<ul style="list-style-type: none"><li>• Identity and Access Management</li><li>• Governance and access control</li><li>• Threat detection and response (phishing campaigns, brute force attacks, weak password detection)</li><li>• Awareness campaigns on security threats and identity theft</li></ul>	<ul style="list-style-type: none"><li>• Data classification</li><li>• Information protection “in transit” and “at rest”</li><li>• Data Loss Prevention (DLP)</li><li>• Information control and monitoring</li><li>• Identification, control and management of SaaS Apps</li></ul>	<ul style="list-style-type: none"><li>• Modern management to different ownership models (CO/BYOD/CYOD)</li><li>• Servicing and patch management</li><li>• Workplace hardening and protection</li><li>• Threat detection and response</li></ul>	<ul style="list-style-type: none"><li>• Monitor, detect and respond to threats across all attack surface</li><li>• Manage and control the organization security landscape</li><li>• Security assessment and maturity score</li><li>• Security Operations Center</li></ul>
Threat Management			

# Highlights

## Optimize

- Optimize recurring operation activities
- First line training
- Automation as a key to efficiency

## Perfect

- Improve the provision of the service during the same

## Enrich

- Comprehensive reporting
- Easy-to-interpret information
- Knowledge base

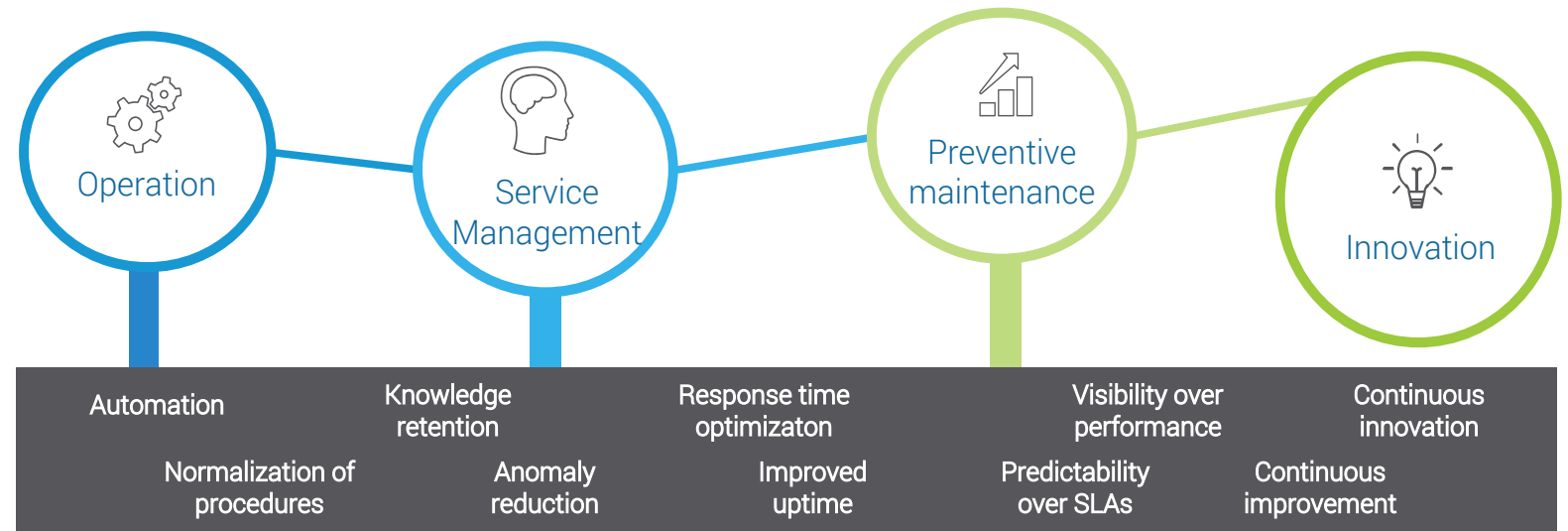
## Innovate

- Challenge the introduction of new approaches and technologies
- Be challenged by business requirements to identify new solutions

# Unipartner Cloud Managed Services

## U C M S n i p a r t n e r C l o u d M a n a g e d S e r v i c e s

The management and maintenance of critical platforms, requires a set of skills that aim to ensure not only the usability and availability of services, but also that IT has the ability to carry out a correct management of needs forecasting on a continuous manner. In another aspect is also relevant the ability to evolve and continuous improvement in order to not only to keep up with business needs but also sometimes challenge the revision or introduction of new services that can make a difference.



# Unipartner Change Management

## Steps

- A wareness
- D esire
- K nowledge
- A bility
- R einforcement

In addition to the strong experience gained by the Unipartner team in the implementation of transformation projects (Change Management), Unipartner takes advantage of its acquired know-how and the Prosci® framework. Thus, we believe that the transformation or change of behaviors in an organization goes through the process of change of each employee (ADKAR).

Strategic vision of a strong sponsor and explaining the "why" and "what" the organization/employee will gain from the transformation process ("what's in it for me")

Assess the will, responsiveness and desire of employees (organization) for the transformation that will be promoted

Training activities in which the necessary know-how will be transmitted to employees in order to carry out the transformation process (e.g. training a tool or in a new organizational model)

Support the employee in the transition from the acquired know-how to the ability to use it in their day-to-day activities

Regular strengthening of behaviors induced by the transformation process to retain the know-how and capabilities acquired during the previous phases

CHANGE  
PRACTITIONER

