Your path with collabatwork

First your core team decides how work is done. Then everyone learns to work that way. You can start at any point and book individual services, even if Microsoft Teams has been running for years.

1 Getting started

Clarify the starting point

Initial call

30 minutes · online · free

We clarify your starting point and which service fits.

Assessment

IN BASIC PACKAGE

Review and brief report

YOU RECEIVE
A brief report with the key actions.

2 Workshops

Core team, 3 to 6 people

W1 Guidelines for Teams and file storage

IN BASIC PACKAGE

1 to 2 half-days

Channels, storage, notes and tasks, permissions, archive, migration.

YOU RECEIVE
Your guidelines, in writing and as a one-page overview

W2 Communication concept

Half-day

Small businesses **optional**
Several departments **recommended**

YOU RECEIVE
One-page ground rules for Teams, Planner, email, calendar and phone

W3 Teams telephony

Half-day

On request with our telephony partner sipcall.

YOU RECEIVE
A call plan for your IT provider

3 Training

All staff, 4 to 10 people

S1 Teams fundamentals

IN BASIC PACKAGE

Half-day · on site or online

YOU RECEIVE
A half-day of training, plus materials and a checklist

S2 Teams for advanced users

Half-day · on site or online

YOU RECEIVE
A half-day of training, plus the materials

S3 Teams in brief

1.5 to 2 hours · on site or online

For staff who mainly read in Teams. On request as videos.

DEEP DIVES · 2 HOURS

V1 Planner and tasks

V2 Copilot in Teams

4 Follow-up

So that what was learned sticks

After the training

IN BASIC PACKAGE

4 hours in the basic package, more by the hour

Online office hours, questions via Teams or a follow-up session after four to six weeks.

Refresher

Yearly or after major changes

A short assessment shows whether the ground rules still fit. We refresh them where needed.

Follow-up plus

Three videos for new staff

Welcome, where things are stored, which channel for what. With your guidelines from the workshop.

YOUR IT PROVIDER

Setup, licences, security, devices and operations stay with them. They can implement the workshop outcomes directly.

Workshop with the core team, written outcome

Training for all staff

IN BASIC PACKAGE Recommended for every business. The other services add to it as needed.

Basic package costs less · Non-profits 20% discount · Quote after the initial call

info@collabatwork.ch · collabatwork.ch