

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.

1

Getting started

Clarify the starting point

Initial call

30 minutes · online · free

We clarify your starting point and which service fits.

IN BASIC PACKAGE

Teams check

Review and brief report

YOU RECEIVE

A brief report with the key actions.

2

Workshops

Core team, 3 to 6 people

IN BASIC PACKAGE

W1

Guidelines for MS Teams and file storage

1 to 2 half-days

YOU RECEIVE

Your guidelines, written down

W2 Communication concept

Half-day

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

YOU RECEIVE

A one-page set of ground rules everyone knows

W3 Teams telephony

Half-day

YOU RECEIVE

A call plan for your IT provider

3

Training

All staff, 4 to 10 people

IN BASIC PACKAGE

S1 Teams fundamentals

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

4

Follow-up

So that what was learned sticks

IN BASIC PACKAGE

After the training

4 hours in the basic package, more by the hour

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

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.