

Service provider	Session title	Session description	Planned dates	Confirmed dates	Web links
IT Services	Ask IT: A virtual drop-in session -- MS Teams	<p>This session is aimed at colleagues who would like to feel more confident with some of the basic features and functionality in MS Teams such as understanding the different settings and options for creating, managing an participating in a Teams meeting and managing a Teams site. To get the most out of the session, we are asking colleagues to provide any questions and their working scenarios in advance.</p> <p>The sessions are currently full. To be added to a waiting list for future sessions, please email:</p> <p>ITBusinessPartneringTeam@leedsbeckett.ac.uk</p>	w/c 25 May tbc w/c 01 June	5, 7, 12, 14 May	https://www.leedsbeckett.ac.uk/staffsite/services/it-services/about-it-services/working-from-home/
IT Services	Ask IT: A virtual drop-in session -- Skype for Business	<p>This session is aimed at colleagues who would like to feel more confident with some of the basic features and functionality in Skype for Business such as managing better meetings, changing audio and video settings and recording. While the focus will be on learning the key features, all questions about Skype for Business are welcome.</p> <p>The sessions are currently full. To be added to a waiting list for future sessions, please email:</p>	w/c 25 May tbc w/c 01 June	5, 7, 12, 14 May	https://www.leedsbeckett.ac.uk/staffsite/services/it-services/about-it-services/working-from-home/

		ITBusinessPartneringTeam@leedsbeckett.ac.uk			
IT Services	Ask IT: A virtual drop-in session – Panopto	<p>This session is aimed at colleagues who would like to feel more confident with some of the features and functionality in Panopto such as scheduling recordings, managing video libraries and tips on recording and creating engaging sessions with Panopto.</p> <p>While the focus will be on learning the key features, all questions about Panopto and lecture capture are welcome.</p> <p>The sessions are currently full. To be added to a waiting list for future sessions, please email:</p> <p>ITBusinessPartneringTeam@leedsbeckett.ac.uk</p>	w/c 25 May tbc w/c 01 June	5, 7, 12, 14 May	https://www.leedsbeckett.ac.uk/staffsite/services/it-services/about-it-services/working-from-home/
People & Organisations Development	Leading Self IT training slots	<p><u>Introduction to MS Teams Session 1</u></p> <p>What you will learn: Working with Teams:</p> <ul style="list-style-type: none"> • What is Teams and how is it different to how you work now? • A tour of the Teams interface • Setting up your Team • Adding and removing members • Joining a Team • How to structure your Team (Channels) • Adding Channels <p>Communicating with others:</p> <ul style="list-style-type: none"> • Posts (Conversations) • Chat 		19 May	https://www.leedsbeckett.ac.uk/peopledevelopment/leading-self/

		<ul style="list-style-type: none"> • Edit and Delete messages • @mentions • Sending emails to a channel • Saving posts • Controlling notifications 			
People & Organisations I Development	Leading Self IT training slots	<p><u>Introduction to Microsoft Teams Session 2</u></p> <p>What you will learn: Working with Files:</p> <ul style="list-style-type: none"> • Files – adding documents • Sharing and co-authoring • The Wiki tab <p>Meetings and Calls:</p> <ul style="list-style-type: none"> • Calendar • Scheduling a meeting in Teams • Running a meeting • Meet Now • Meeting Notes • Calls <p>Optional, if there's time:</p> <ul style="list-style-type: none"> • Using Teams on Tablets and Mobile phones • Connectors 	24 June	<u>https://www.leedsbeckett.ac.uk/peopledevelopment/leading-self/</u>	
People & Organisations I Development	Leading Others IT training slots	<p><u>Invigorate Your Virtual Collaboration</u></p> <p>Do you feel your virtual collaboration lacks purpose and energy? Does technology 'get in the way'? Do you and your colleagues find that your teamwork is hindered by not being face-to-face? Many of us have been thrust into new ways of collaborating, and sometimes this can feel unnatural and like it slows us down. This interactive webinar will help you to address</p>	17 June	<u>https://www.leedsbeckett.ac.uk/peopledevelopment/leading-others/</u>	

these issues and ensure that you go away with practical tools and tips to ensure you are collaborating with your colleagues effectively, efficiently and with ease! The session will cover:

- Why maintaining collaboration is so important at the current time
- Understanding the unique challenges behind virtual collaboration
- The principles of great teamwork and how these can be applied virtually
- Methods of communication – which work best?
- Tools to enhance your virtual collaboration