



MICROSOFT TEAMS TOWN HALL

COURSE OUTLINE



01428 741 482
capitaltraining.com



 **6 HOURS**

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Course Content

Audience

This course is designed for team leaders, managers, and professionals who plan to conduct or host virtual town hall meetings using Microsoft Teams

Pre-Requisites:

Participants should have a basic understanding of Microsoft Teams and its functionalities. Familiarity with organising meetings and using collaboration tools within Teams would be beneficial.

Course Objectives:

The training session aims to equip participants with the skills and knowledge necessary to effectively plan, manage, and present engaging Town Hall meetings using Microsoft Teams

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2 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Course Content

- Understanding Microsoft Teams Town Hall
- Overview of Town Hall meetings in Microsoft Teams.
- Differences between standard meetings and Town Hall meetings.
- Importance and benefits of using Town Halls for large-scale communication.
- Setting Up a Town Hall Meeting
- Creating and scheduling Town Hall meetings in Teams.
- Configuring meeting options and settings for optimal engagement.
- Understanding attendee options and permissions.
- Engaging Presentation Techniques
- Structuring and organizing content for effective Town Hall presentations.
- Utilizing multimedia: sharing screens, slides, videos, and external content.
- Tips for engaging and interactive presentations
- Managing Town Hall Meetings
- Moderating and controlling large-scale meetings effectively.
- Managing attendee participation, chat, and Q&A sessions.
- Encouraging interaction and engagement among attendees.
- Security and Privacy Considerations
- Ensuring privacy and security settings for Town Hall meetings.
- Understanding attendee controls and access permissions.
- Strategies for maintaining confidentiality and data security.

