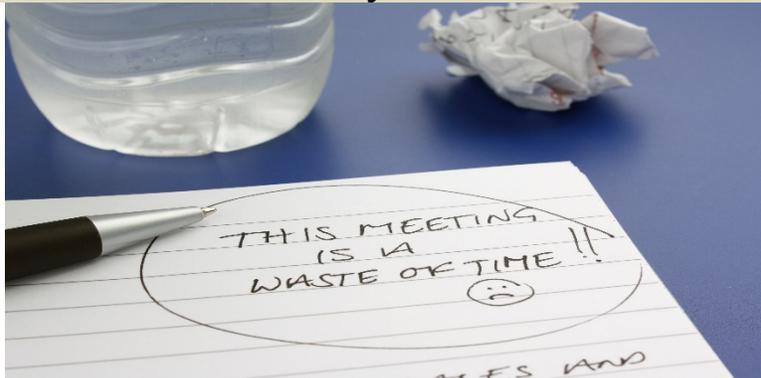


# Leadership Challenge

May 2020



## Effective Meetings

We are excited to share these videos as a developmental resource. Below is a selection of videos to aid in your learning journey.

|   |  |
|---|--|
|    | <p><b><u><a href="#">Microsoft Office 365 Teams: Sign-in and Setup</a></u></b> <span style="float: right;"><b>Course: 23 minutes</b></span></p> <p><i>Microsoft Teams is a chat-based workspace designed for collaboration and teamwork. Discover how to sign in and get set up with Teams.</i></p>  |
|  | <p><b><u><a href="#">Microsoft Teams: Communicating via the App</a></u></b> <span style="float: right;"><b>Course: 24 minutes</b></span></p> <p><i>You can communicate in several ways with other Microsoft Teams members. This course is going to focus on sending messages. You're going to learn how to send a message in a channel, so the post will be visible for all the members of the channel. If you want to exchange messages in a more private way, you can use the chat section of the app. Using Chat allows you to send messages to one participant or small groups of people.</i></p> <p><i>This course will also show you how to send different types of message, such as private messages or message from an email. Managing your messages is important to keep your channels and chats organized.</i></p> |
|  | <p><b><u><a href="#">Use Collaboration to Motivate Teams</a></u></b> <span style="float: right;"><b>Video: 2 minutes</b></span></p> <ul style="list-style-type: none"><li><i>.Leaders are often able to bring in great collaborators from their own past experiences and relationships.</i></li><li><i>To encourage continued collaboration, leaders need to appreciate and value employees who engage well in teamwork.</i></li><li><i>The best teams are those which are able to work together for long periods of time.</i></li><li><i>Leaders who listen and ask questions create great environments for collaboration.</i></li><li><i>Leadership itself is a collaborative act in today's business world.</i></li></ul>   |

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Thank you for supporting LOD.