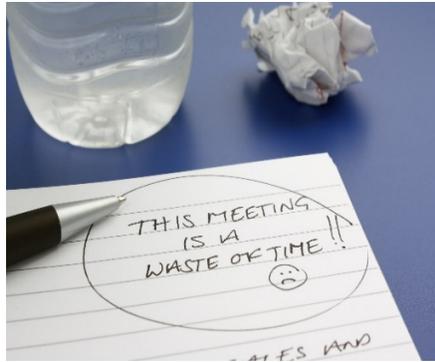


# Learning on Demand Learner Challenge for May 2020



## Effective Team Meetings

COVID-19 has forced us to learn to work differently. Remote work has many challenges but can also make you more productive and provide better balance in your life. These Learning on Demand (LOD) resources will help you to better manage yourself while working remotely.

For many of you, LOD is a new learning experience.

As a result, the Learner Challenge has been introduced to help you explore what is available. We are excited to share these LOD videos as a developmental resource. Below is a selection of videos to assist in your learning and development journey.

	<p><b>Microsoft Office 365 Teams: Sign-in and Setup</b> <b>Course: 23 minutes</b></p> <ul style="list-style-type: none"><li>• Microsoft Teams is a chat-based workspace designed for collaboration and teamwork. Discover how to sign in and get set up with Teams.</li></ul>
	<p><b>Microsoft Teams: Communicating via the App</b> <b>Course: 24 minutes</b></p> <ul style="list-style-type: none"><li>• You can communicate in several ways with other Microsoft Teams members. This course is going to focus on sending messages. You will learn how to send a message in a channel, so the post will be visible for all team 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.</li><li>• 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.</li></ul>
	<p><b>Participate in Meetings</b> <b>Video: 3 minutes</b></p> <ul style="list-style-type: none"><li>• Speaking up in meetings can be intimidating, but if you don't, you won't get the recognition you deserve.</li><li>• Check the agenda ahead of time so you know what topics are going to be addressed and can prepare for them.</li><li>• Having relevant data that others don't is a way to bring attention to your work during a meeting.</li><li>• Ask a probing question—at the right time—to turn the discussion in a new direction.</li><li>• Keep notes of the meeting, including who is following up on what, so that you can summarize what has been accomplished.</li></ul>

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