

Working with an Expert

Choose which areas you would like to receive mentoring in as part of your free 9-hour package.



Improving Business Performance with Microsoft 365

Many of us now subscribe to Microsoft 365 (previously Office 365) as a way of buying Word, Excel, PowerPoint, and Outlook etc.

While it offers a cost-effective way of buying these everyday Apps, it also offers a huge range of business tools that can help you overcome those everyday issues that most of us face at work.

These sessions are designed to highlight the day-to-day activities that can be enhanced by using tools you may already have as part of your subscription.

This Working with an Expert package will enable you to look at controlling documentation and paperwork, automating repetitive tasks, digitising paper forms, and collaboration with colleagues and team members.

During the **online coaching sessions**, we will be highlighting business challenges we all face and showing how Microsoft 365 can help eliminate many of the issues and bottle necks found in organisations of all sizes. We will be taking real life examples and demonstrating how Microsoft 365 is able to improve or remove these barriers to productivity.

The sessions will have a business rather than technology focus and will be useful for business owners and managers by showing you how you can become more productive by taking an informed approach to digital working.



What would you like to know about during your online group coaching sessions?



Some of the topics Francis will be covering:

- Control and manage documents created internally and received from customers, suppliers and business partners.
- Secure and controlled access when working remotely.
- Scan and file paperwork easily from mobile devices.
- Digitise paper forms to reduce data keying and timescales.
- Automate recurring renewals
- Easily share documents with other team members
- Assign and track tasks with other people in your organisation

This package takes the format of 3 x 3 hour sessions on Zoom over a period of 3 weeks.

Your Business Support Facilitator can assist you to sign up for this package.

WHO IS OUR EXPERT?

Francis Pledger – React Computer Partnership.

With his brothers Richard and Alan, Francis has run React Computer Partnership for 23 years. React are specialists in Microsoft 365 and combined with an excellent knowledge of business processes, they can understand how systems work and how they can be improved by using technology intelligently.

Working in the SME sector with many local organisations, React has built an excellent reputation for providing a high-quality service and they can use the experience they have gained to help people make the most of their investment in technology giving them the advantage they need in these challenging times.

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