THINK productive

Microsoft for Productivity Ninjas

Bossing the tech

Your organisation is already paying for Microsoft 365. So why isn't it getting the return on it?

Scattered tasks, buried files, inboxes that run the day, meetings without outcomes. The tools that were meant to solve these problems often become the problem, not because the tools are bad, but because nobody's shown people how to actually use them together.

Microsoft for Productivity Ninjas is a practical, hands-on, fully modular programme that changes how your team works, not just how well they know the software. Pick the modules that matter most, from Outlook and Teams to Copilot and Loop, and we'll build a programme around them. Run it as a single focused session, a full day, or a series of sessions over several weeks.

A fully customisable programme

We recommend:

In-person or online | 6hrs | Up to 15 people

The Modular Approach – Build your own programme

Every team is different, so we've made this programme fully modular. You choose the modules that matter most to your team, and we design the programme around them. Mix and match from the menu below to create a single session, a full day, or a sprint: a short series of sessions spread over a few weeks, so people can put each tool to work before moving on to the next. We'll help you choose the right combination for your people and your goals.

- **Microsoft Copilot Standard** | 3 hours — For organisations using Microsoft 365 with Copilot's core features
- **Microsoft Copilot Premium** | 3 hours — For organisations with Copilot Premium, ready to unlock its full capability
- Mastering Microsoft Teams Meetings | 2 hours
- Cracking Excel with AI | 3 hours
- PowerPoint & AI | 3 hours
- **Tasks and Priorities** Microsoft To Do | 2 hours (or 3 hours with implementation time)
- **Files and Collaboration** SharePoint, OneDrive and Teams | 40 minutes
- **Email and Inbox** Microsoft Outlook | 60 minutes
- **Teams and Channels** Microsoft Teams | 40 minutes
- **Project Visibility** Microsoft Planner | 30 minutes
- **Tracking and Requests** Microsoft Lists | 20 minutes
- **Forms and Feedback** Microsoft Forms | 30 minutes
- **Meeting Notes and Knowledge** Microsoft OneNote | 30 minutes
- **Scheduling and Bookings** Microsoft Bookings | 20 minutes
- **Approvals and Sign-offs** Microsoft Approvals | 30 minutes
- **Alignment Across Tools** Microsoft Loop | 30 minutes
- **Focus and Wellbeing** Microsoft Viva Insights | 20 minutes

94% **of participants would recommend our workshops**

Who is this programme for?

- You want your people to build their Microsoft second brain during the programme, not just watch a demo
- Your organisation runs on Microsoft 365 and your people are using a fraction of what it can do, defaulting to messy inboxes, cluttered Teams channels and scattered to-do lists

- You're an L&D or HR lead whose people are overwhelmed by tech rather than helped by it, and you want a programme that's behavioural and practical, not a software tutorial
- You manage a team that collaborates across hybrid or remote settings and needs a shared, efficient way of working within Microsoft tools
- You want something that can grow with your team, starting with the essentials and adding modules as needs change

What this programme offers

- **Fully modular.** Pick the modules that matter most to your team, from a 20-minute deep dive to a full-day build.
- **Working with AI, not alongside it.** Two dedicated Copilot modules, one for Standard, one for Premium, both focused on real prompts and real workflows.
- **Learning that lasts.** Every participant gets access to the Productivity Ninja® Academy.
- **Built for humans.** Designed for real people, not IT specialists, whatever your starting point.
- **Made to stick.** Add an Impact Clinic 1 and 3 months later to keep new habits alive.

What you'll do

There's no fixed script here. You build the programme from the module menu, so what you do depends on what your team actually needs. But the shape stays the same: pick the Microsoft tools eating into your team's time, then work through them one by one, connecting the ones that should be talking to each other but currently aren't.

A typical programme might start with Outlook, clearing the noise and setting up a system that doesn't run your day for you. From there it's Teams and channels, sorting out the collaboration habits that have quietly gone messy, then To Do or Planner, giving your team one shared place to see what's actually happening. If Copilot's in the mix, you'll work through real prompts and real workflows, not a features demo, so people leave knowing exactly where AI saves them time and where it doesn't.

Whatever the combination, every module includes time to actually implement it, at your own desk, on your own setup. Nobody leaves with notes to try later. They leave with tools that are already switched on and already working.

What happens when Microsoft 365 works as one system

When teams connect the tools instead of using them in isolation, everything changes:

- Tasks and files live in one findable place, not scattered across apps
- Inboxes and Teams channels support the day instead of driving it
- Copilot gets used with intention, not opened once and forgotten
- Meetings end with outcomes, not just notes nobody revisits

Uni of Birmingham

"I'm already going away with new ideas for how our team can work collaboratively together online more effectively."

Workshop participant

Benefits & Results

The most immediate benefit is a Microsoft 365 setup that actually works the way your team does, not a list of features they half-remember from a demo. Because every module includes implementation time, people leave having already connected the tools, set up the systems, and built the habits, not just watched someone else do it.

The bigger shift is in how your team relates to the tech they're already paying for. Once Outlook, Teams, To Do and Copilot are actually working together instead of sitting as separate, half-used apps, the daily friction drops, scattered tasks and buried files stop being a given, and people start treating Microsoft 365 as a system rather than a collection of tools they tolerate.

What your organisation gets

A team using the software you're already paying for, properly, and a shared way of working across Outlook, Teams and the rest of the suite. That matters more than it sounds. Once

everyone's using the same tools the same way, handovers get easier, hybrid and remote collaboration stops relying on workarounds, and the return on your Microsoft 365 licence finally shows up in how people actually work, not just in the invoice.

Because the programme is modular, it isn't a one-off session that goes stale. Teams can start with the essentials, Outlook, Teams and To Do, then come back for Copilot, Loop or Viva Insights as their needs change.

ACT

"Using To Do is really going to help me organise myself. Pen and paper just isn't working like it used to!"

Sophie Thomas

Why it matters

Microsoft 365 doesn't fail because it's the wrong toolkit, it fails because nobody's connected the dots between the apps people already have.

- Tasks and files get scattered across tools with no shared system, so nothing feels fully under control
- Inboxes and Teams channels drive the day instead of supporting it
- Licences for Copilot and other tools sit switched on but underused, so the investment doesn't pay off

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"I have realised that we have been using MS Teams very inefficiently and am already going away with new ideas for how our team can work collaboratively together online more effectively."

Workshop Participant, University of Birmingham

Your programme. Your way.

We recommend starting with a full day for a team of up to 15 people, but the programme can grow with you. Add modules, spread sessions over time, or bring in new groups as your needs

change.

Available options:

Formats

In-person | Online

Group size

Recommended up to 15 people per session | Large keynote group: Unlimited

Duration

Built around your modules, from a single 2-hour session to a multi-day programme