



Trial October 2025

Administration Basics

MS Teams

Administration Basics EOI



About The Course

Discover how Microsoft Teams can streamline your daily tasks with powerful tools for communication, scheduling, and document collaboration.

Join us to learn practical skills that align with healthcare standards and enhance your administrative efficiency.

Course information

- ✓ 2 hours (Time TBC)
- ✓ Tuesday 7 October - Liverpool
- ✓ Tuesday 14 October - Campbelltown
- ✓ Customizable Policies

What is covered?

- ✓ Navigate MS Teams
- ✓ Collaboration Tools on MS Teams
- ✓ Using Breakout Rooms
- ✓ Using Co-Pilot within MS Teams

Places are limited for this trial course

FOR MORE INFORMATION



0424 822 772



reuka.senthevadivel@health.nsw.gov.au