



HOW TO SQUEEZE FULL VALUE OUT OF SHAREPOINT

Look, your organisation pays good money for SharePoint and Office 365. Here's how to squeeze as much value out of it as possible with Andrew's SharePoint Adoption Programmes (ASAP).

A successful Office 365/SharePoint rollout focuses on **driving adoption with users**, and helping everyone in your organisation understand the benefits of working in a new way and making your intranet work. Let Andrew Gilleran guide you throughout your launch, communications and rollout planning for end users.

Andrew's SharePoint Adoption Programmes

- SharePoint for HR
- SharePoint for Internal Communications
- SharePoint for Power Users
- SharePoint Shorts for end users
- SharePoint for Managers
- SharePoint for Power Users
- SharePoint Sparkle
- Office 365 Snippets for end users
- Yammer Time for Power & End Users
- How to improve your intranet content

User Adoption, Coaching & Training Programmes for SharePoint, Office 365 and Yammer from Andrew Gilleran



SharePoint for HR

- How to create and manage a site or portal for all HR and employee related information
- How to create online forms
- How to manage HR documents with Document Dashboards
- How to create an induction/onboarding section for new recruits
- How to restrict parts of your HR site or portal
- How to measure who's looking at your HR content
- How to use it for training and development

Investment: from **€750**. This includes preparation and materials and is for up to 5 people.

SharePoint for Internal Communications

- How to use the publishing features in SharePoint for news and company updates
- How to use blogs and discussion forums for social interaction or integrate Yammer to improve collaboration
- How to create mini sites for specific projects or campaigns
- How to measure who's looking at your content
- How to do surveys & polls
- How to manage documents with Document Dashboards
- How to manage images and videos

Investment: from **€750**. This includes preparation and materials and is for up to 5 people.



[Generic] SharePoint for Power Users

(On Trainer's own demo site – SharePoint Online)

Half day (from 9am to 1pm) on specific areas of use in business – on site with client

- Help me manage my docs (metadata, views, versioning, sharing)
- Help me manage my data and information (lists)
- Reporting & Analytics
- Dashboards and pages
- Managing and creating sites
- Permissions – who can do what and where
- Tips & Tricks to get more out of SharePoint (power user specific)

Investment: **€750**. This includes preparation and materials and is for up to 5 people.

[Generic] SharePoint Shorts for end users

2 hours on specific areas of use in business

- Help me manage my docs (metadata, views, versioning, sharing)
- Help me manage my data and information (lists)
- Tips & Tricks to get more out of SharePoint (end user specific)

Investment: **€650**. This includes preparation and materials and is for up to 5 people.

[Custom] SharePoint Shorts

2 hours on specific areas of use in business

- Help me manage my docs (metadata, views, versioning, sharing)
- Help me manage my data and information (lists)
- Tips & Tricks to get more out of SharePoint (end user specific)

From **€750** based on your site.

[Custom] SharePoint for Managers

2 hours on specific areas of use in business

- Help me manage my docs (metadata, views, versioning, sharing)
- Help me manage my data and information (lists)
- Reporting & Analytics
- Dashboards and pages
- Tips & Tricks to get more out of SharePoint (end user specific)

From **€750** based on your site.



[Custom] SharePoint for Power Users

Half day (from 9am to 1pm) on specific areas of use in business – on site with client

- Help me manage my docs (metadata, views, versioning, sharing)
- Help me manage my data and information (lists)
- Reporting & Analytics
- Dashboards and pages
- Managing and creating sites
- Permissions – who can do what and where
- Tips & Tricks to get more out of SharePoint (power user specific)

From **€950** based on your site.

SharePoint Sparkle – 90 minutes for team site owners

Photos, banners, videos and other really useful stuff (RSS, Twitter embed, Yammer embed, tabs, promoted links)

From **€650** based on your site

SharePoint for Power Users (custom)

3 hours on specific areas of use in business

- Make me manage my docs (metadata, views, versioning, sharing)
- Make me manage my data and information (lists)
- Reporting & Analytics
- Dashboards
- Tips & Tricks

From **€650** based on your site.

Office 365 Snippets – 60 minutes for end users

Ins and Outs of Email with Outlook

Where are my files? Using OneDrive.

Group together – work with your team

The magic, power and all round usefulness of OneNote

From **€650** based on your site.



Yammer Time for Power Users

2 hours on specific areas of use in business

- Why use Yammer
- Using Yammer for your business, for communications, collaboration and projects
- Tips & Tricks

From **€650** based on your network. This includes preparation and materials and is for up to 5 people.

Yammer Time for end users

1 hour on specific areas of use in business

- Why use Yammer
- The best ways to use Yammer in your job
- Tips & Tricks

From **€650** based on your network. This includes preparation and materials and is for up to 10 people.

How to improve your intranet content

2 hours on specific areas of use in business

- X ways to get content owners to keep their sites fresh
- How to use images and videos effectively
- How to write good headlines and content

From **€650**. This includes preparation and materials and is for up to 5 people.



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Questions with useful answers

1. **What version of SharePoint do you use?**

I use SharePoint Online which is the latest version. I can also offer SharePoint 2010.

2. **Do you have your own training facilities?**

Nope. I come to your place of work and work with your content and intranet.

3. **Can you really do sessions on Skype?**

Oh yes. It works very well and is convenient for people. But it is limited to 2 people at a time as any more than that means people lose focus and not learn affectively. And each session is only for 50 minutes each so they are very focused. Contact me for more information.