



CIN8

Planning and Goal Setting

What's the course about?

When students can successfully plan and manage self-directed goals, greater motivation and attainment follow. Leverage Microsoft's organizational tools to aid students in better planning and setting of goals and aspirations. Guide students in setting and tracking their educational goals using Outlook Calendar, To Do, Planner and Microsoft Teams.

Skills and Knowledge Acquired

- Track and communicate progress with Microsoft Planner
- Organize tasks and timelines with Microsoft To Do and Outlook.
- Access all goals and plans through Microsoft Teams integrations

Course Information

- Gain access to a library of resources and tutorials.
- Available as a 2 hour, half-day or full day course.
- Live online or in-person training options.
- Training by official Microsoft Global Training Partner trainers and consultants.
- Certificate of Attendance provided.

Apps Explored



This course can be used in these Learning Designer Pro certification routes

