

Continued Professional Development (CPD)



What is a CPD?

The Phoenix Microsoft Continued Professional Development (CPD) is a tailored training session that will help drive the adoption of Office 365 and empower staff and students during your digital transformation to fully utilise the benefits you have invested in.

Our CPD sessions are bespoke and individually tailored to support the individual needs of your institution covering all areas of Office 365, inclusive of accessibility features. All sessions will involve hands-on training workshops led by our specialist Learning Consultants and will focus specifically on how Office 365, Windows 10 and accessibility features can help transform learning within your educational institutions.



2019 Partner of the Year Winner
Modern Workplace Transformation Award



What's Covered?

To ensure the CPD sessions are most effective and have maximum benefits for your individual institution then we recommend creating a bespoke session focusing upon the priorities of your institution. Each focus area can be delivered as an overview giving brief knowledge of apps and tools or a deep dive session giving step-by-step walk throughs of the tools themselves in action. The following apps (and others) can be covered:



Teams



Accessibility



OneNote



Office Applications



Teams

A look at Microsoft Teams in action as a digital hub that brings conversations, content, and apps together in one place, including:

- Features and uses of Teams
- Teams as a Virtual Learning Environment
- Class and Staff Teams for collaboration
- Assignments, assessment tracking and OneNote Notebooks





Accessibility

An overview of accessibility and inclusion features in Office 365 and Windows 10 to ensure a truly inclusive working environment. This includes:

- Immersive Reader
- Dictation
- Translation
- Accessibility checker
- Display, Ease of Access and Shortcut settings



OneNote

See the power OneNote has as a digital notebook and the use of OneNote Staff and Class Notebooks to digitally transform and move towards a paperless learning environment:

- An introduction to the digital notetaking tools in OneNote
- Explanation of OneNote Class/Staff Notebook
- How to create, share and manage a OneNote Class/Staff Notebook



Office Applications

An introduction into the additional features Office 365 applications have to offer such as collaborative working and accessibility tools including:

- Overview of Office 365 Applications
- Deep dive into Forms as an assessment and survey tool
- Introduction to Sway as a digital storytelling app
- OneDrive and SharePoint for document storage and sharing





CPD Outcomes & Benefits

After these sessions Teachers and Users will be able to competently navigate the features of Office 365 and utilise the various benefits the apps and tools have to offer. Within a generic overview CPD session they will gain understanding and knowledge of how Office 365 apps can be utilised within their own working environment to increase productivity, communication and collaboration. During a more advanced deep dive session they will leave equipped with the skills to implement the use of the specific Office 365 app/tool in their own institution for immediate adoption and usage.

Our CPDs are fully customisable and can be a mixture of full day, half day or multiple drop-in sessions

Who will deliver the CPD?

Phoenix employ a Learning Consultant to deliver the bespoke CPD sessions. Kristy Hill is a former Primary School teacher with six years' experience in the classroom working collaboratively using Microsoft technologies and has first-hand experience embedding them within daily practice to enhance student's learning.

Following this Kristy has two years' experience as a Microsoft Learning Consultant where she has built up extensive knowledge of the various uses of Office 365 and Windows 10 within an educational environment and has experience conducting CPD sessions within these areas across all educational phases.



**BOOK
YOUR
CPD
TODAY**

If this sounds like something you would like to be involved in, please contact Phoenix Software to arrange your very own CPD.

01904 562200

hello@phoenixs.co.uk

www.phoenixs.co.uk/cpd

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Microsoft
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Our Mailing Address - Blenheim House, York Road, Pocklington, York, United Kingdom, YO42 1NS

Our Registered Office Address - Bytes House, Randalls Way, Leatherhead, KT22 7TW

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