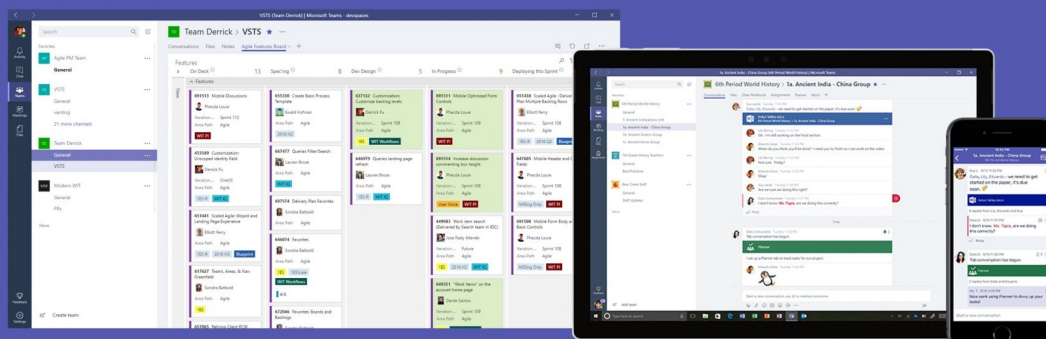




Microsoft Teams



CSIR-HUMAN RESOURCE DEVELOPMENT CENTRE GHAZIABAD

ONLINE PROGRAMME ON THE USE OF MICROSOFT TEAMS FOR EFFECTIVE TEAM WORK

DATES: 04, 08, 11 JUNE, 2020

PROGRAMME MODULE

1030 – 1045	Welcome & Initial Remarks About The Programme	Dr R K Sinha, Head, CSIR-HRDC Sh. Vinay Kumar, Pr. Scientist, CSIR-HRDC
1045-1100	Etiquette of attending On-line Meetings (Do's and Dont's)	Dr R K Sinha, Head, CSIR-HRDC
1100-1115	Break	
1115 - 1200	Collaboration Platforms Vis-a-vis MS Team	Dr G. Radhakrishnan, Chief Scientist CSIR-CECRI, Karaikudi
1200- 1300	Terminologies in MS Team Teams and Channels Creating & Managing meetings	Dr Rajesh P. Barnwal, Pr. Scientist CSIR-CMERI, Durgapur
1300-1415	Lunch Break	
1415-1530	Working Collaboratively on file, chat Platform, Calender and Schedules Using Apps within MS Teams	Dr Rajesh P. Barnwal, CSIR-CMERI
1530-1545	Break	
1545-1700	Security and Privacy	Dr G. Radhakrishnan, CSIR-CECRI
1700-1715	Feedback & Closing	