

Productivity skills for your business

Fall 2023

You're a small or medium-business owner with big decisions to make and not a lot of time. Here are a few resources to help you invest in your people, focus on their experience, and help them work together so that your business is a great place to work and your staff can deliver better.



New to cloud

Still learning about what the cloud can do for you or your business? Start here.



How Microsoft AI Can Boost your Productivity and Creativity

Video | 2 minutes

Learn how AI can help you overcome writer's block, curate content, and boost productivity with Microsoft 365 Copilot. In this video we breakdown how you can expand your skillset and unleash your creativity with AI as your reliable copilot.

[View video](#)

Empower your small business with remote work

Video Training | 32 minutes

Use this video training to get started with the collaborative features of Microsoft Teams so you and your team stay informed, organized, and connected – all in one place.

[View Training](#) | [Learn more](#)

Unlock online scheduling with Microsoft Booking

Video | 2 minutes

Spend less time scheduling and more time with customers using online scheduling through Microsoft 365 for Business.

[Start watching](#) | [Learn more](#)

Accelerate cloud

Already on the cloud? Here are a few ways you can increase your business productivity.



Great Expectations: Making Hybrid Work Work

Report | 23 minutes

The challenge ahead for every organizations is to meet employees' great new expectations head-on while balancing usiness outcomes in an unpredictable economy.

[Download report](#)

Will AI Fix Work?

Report | 26 minutes

AI is poised to lift the weight of work—and has great potential to free people from digital debt and fuel innovation. And for both overwhelmed employees and leaders looking to bolster productivity, that promise is overdue. But AI won't simply "fix" work—it will crate a whole new way of working.

[Download report](#)

Building trust and engagement: The importance of frontline communication

Article | 12 minutes

Frontline works interact with people directly on behalf of an organization. They're usually the primary point of contact that an outside person has with a company or institution in public, online, or over the phone. Regular communication between organizational leaders and frontline workers is essential to build trust and develop strong working relationships.

[Start reading](#)

11 ideas for how to organize digital files

Article | 14 minutes

Sorting through unorganized work folders, files, and documents to find exactly what you need, when you need it, can be challenging and frustrating. Here's your guide to organizing files.

[Start reading](#)

Describe productivity solutions of Microsoft 365

Learning path | 33 minutes

Learn about how the productivity solutions through Microsoft 365 help optimize operations, enhance content creation, and empower people to perform tasks in real-time from virtually anywhere.

[Start training](#)

Why You're Overwhelmed at Work

Podcast | 23 minutes

Microsoft leaders Jared Spataro and Colette Stallbaumer discuss the company's latest research on the key challenges with how we work, and share thoughts on how AI can help.

[Start listening](#)

New Employee Onboarding Accelerator

Adoption guide | 15 minutes

To improve your new hire experience, implement the New Employee Onboarding (NEO) Solution Accelerator built on SharePoint, Microsoft Teams and Microsoft Lists.

[Visit site](#)

Microsoft Viva Learning employee experience

Video training | 40 minutes

Microsoft Viva Learning is a centralized learning hub in Microsoft Teams that lets you seamlessly integrate learning and building skills into your day. Learn how to configure preferences, navigate, and recommend courses.

[View training](#)

Work remotely in Virtual Desktop, start for free

Product guide | 10 minutes

Learn how Azure Virtual Desktop can help you and your employees to securely access your desktop and applications from virtually anywhere.

[Explore product](#)