

[Insert Partner logo]



**Boost productivity  
and grow your  
business, with modern  
tools for teamwork  
and collaboration**



# The importance of Teamwork

Innovative business collaboration techniques can improve a company's productivity by 30%<sup>1</sup>.

Aside from leveraging individual strength, engaging distributed employees, and encouraging creativity, collaboration makes it easier for teams to solve problems together.

**The result? Boosted productivity and accelerated business growth. To achieve this, it is important for businesses to enable organised ways of collaborating with co-workers.**



The facilitation of teamwork is key to finding and retaining talent. For current employees, it's all about apps that offer more freedom to work flexibly as a team, even if not in the same physical location. And for prospect talent, tools that facilitate a healthier work-life balance via flexi-working – along with the ability to choose the devices on which they work. From a cost-perspective, staff retention and talent cultivation is one way to keep recruitment and training costs down, as well as operational disruption; essential for businesses looking to maintain a competitive edge.

When it comes to collaboration, technology is a key enabler. Shifting trends such as advancing digitisation and employee demands are requiring SMBs to carefully consider how the tools they provide can keep teams happy; and therefore productive.

Disparate and remote employees for example require mobile working solutions, easy access to information, and seamless ways of collaborating whenever and from wherever they want. All with peace of mind that information is safe and secure.



When it comes to **collaboration**, **technology** is a key enabler.



# The CEO challenge

As a CEO, despite recognising the benefits of a smart IT investment, the decision to prioritise budget may not always be simple.

With 80% of UK small to medium sized businesses expecting growth in 2018<sup>2</sup>, it's no wonder CEOs just want IT to work; particularly for smaller companies who may not have a huge budget or a dedicated IT Manager in place.

However, despite the need to prioritise the bottom line, it is just as important to facilitate teamwork in a secure way.



Without the right technology, employees are fundamentally unable to collaborate as teams and do their jobs to the best of their ability. Let's take a look at some of the other key factors driving small to medium sized businesses to evaluate their workplace tools:

## Team Demands, Customer Expectations

Co-workers working remotely want to be able to co-edit and share the most updated versions of presentations and access shared documents with as little hassle as possible. Project work in particular relies on fast and efficient collaboration. For example, editing the most current version of a document and being able to quickly share amongst the team saves time, by avoiding confusion and wasted efforts on duplication of work.

When it comes to communication, employees want to chat and express themselves with GIFs and emojis - just as they do in their personal lives. They also need to be able to view each other's calendars and quickly schedule team meetings. For mobile teams, having that ability to record and share the meeting with those unable to join helps keep everyone in the know.

**The result:** happier co-workers and increased productivity. Today's workforce needs more flexibility than ever, with companies hiring remote freelancers alongside full-time employees to deliver projects on time, and on budget. The power of the team far outweighs working alone. As customer expectations increase demanding faster delivery - so too does the need for more small to medium sized businesses to look at how to meet these demands, and deliver an exceptional service.



The average SMB owner already spends over **33 hours a month** dealing with internal admin<sup>3</sup>.



### Growing pains

The average small business owner spends 33 hours a month dealing with internal admin. 55% say that red tape is holding back the growth of their business<sup>4</sup>. CEOs just want their IT to work, so they can get on with growing their business.

### Shadow IT

When employees are not given the appropriate collaboration tools, often they end up collaborating anyway and using their own free consumer product. When this happens, how do CEOs manage security, access, and control? On the one hand, allowing teams to use their own devices and platforms means staff will be happier, using the tools they love and that are familiar to them.

On the other – CEOs are faced with a lack of control over how information is stored, shared, and accessed. For example, an employee may be working on a document while travelling, and saves their work to the hard drive. The next day they call in sick – their co-workers need to continue working on this as a matter of urgency.

What then? Who can access the file? And from a security perspective, what happens if that employee loses the hard drive, or it gets damaged? Gartner predicts that by 2020, a third of successful attacks experienced by enterprises will be on their Shadow IT resources<sup>5</sup>.

With GDPR there is also the compliance factor to consider, which is why businesses are looking at ways to save and share data internally - within business apps.



Over **50%** of the **28 million** small businesses in the US have suffered a data breach; **55%** suffered a cyber attack.

# Work better together and protect your business from security threats, with Office 365 Business Premium



With so many external and internal driving forces, businesses are facing a dynamic and demanding workplace. One in which they need to ensure their teams have tools they need to streamline collaboration and support remote working. In addition, mobile teams need protection from external threats and accidental data leaks. This may sound like an expensive challenge - but it doesn't have to be.

We understand that you have limited resources; Office 365 Business Premium is built to help you and your teams work better together and be more productive.

Our solutions are designed to secure and simplify your IT, giving you back your time to focus on growing your business.

## **Safeguard your business, with added security**

With an add-on mail security service that we call Office 365 Advanced Threat Protection, users are safeguarded both from phishing attacks as well as advanced and targeted email attacks. Protect your business for the price of a cup of coffee, per user per month.



Have the ability to **run and grow your business from anywhere** without interruption, without security concerns.



# Coordinate your teams and work better together

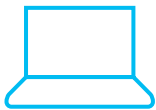
With Office 365 Business Premium, your teams get the tools they need to work anywhere from any device. Achieve more together, with solutions built for teamwork.



With co-workers spending much time out the office, you need apps that enable uninterrupted productivity with secure access to business data. From coediting presentations to catching up in online meetings, our solutions give your people everything they need to collaborate and get work done in real time. Meetings can cost companies £16k per person each year<sup>6</sup>.

With features like Skype For Business and Teams, the ability to meet online not only boosts productivity – it also helps cut potentially hefty travel expenses.

Office 365 Business Premium gives your teams everything that Office 365 Business has, with so much more. Should they be delivering a presentation on a customer call, Office Graph for example sends reminders of which slides have been used to share instantly with participants.



**Work better together.** Collaborate, share, and communicate with flexible tools that go where your team goes.

# Smart tools for busy teams

Keep your teams connected with Office 365 Business Premium. With an exceptional chat-based workspace, employees can share, engage, and create, no matter where in the world they are. Best-in-class capabilities enable teams to connect from anywhere, on any device.



Increase productivity with teams and resources in one place



Empower teams with tools built for teamwork



Boost team satisfaction by enabling work to get done in real time



Protect your business with protection from external threats and data leaks



# Designed for your business

Built for modern teamwork, our tools have been developed specifically with small to medium sized businesses in mind:



## Cost

Businesses today are thinking twice when it comes to spending out on heavy upfront investments. Large amounts of cash may be required, on top of error-prone guesswork to estimate future capacity needs – not to mention the arduous processes required to get budget approved. To navigate your competitive market, watching the bottom line is of utmost importance. That's why we offer one subscription per user that's easily scalable. With a model that allows you to easily add or remove users, you get the latest tools and technology without the need to front large buckets of funds; freeing up cash for other projects that drive revenue.

## Time

We understand that as a business leader, your priority is on driving growth. With an IT partner to take care of everything from roll out to updates, you get to immediately reduce admin time. This gives you back your time to focus efforts on building your business, as well as the resource you need to stay competitive.



Our tools immediately reduce admin time, so you can focus efforts on **building your business.**





## Security

Phishing attacks are one of the largest cyberattack threats that SMBs face. Over the last year, 75% of businesses that fell victim were the result of fraudulent emails, or being directed to fraudulent websites<sup>7</sup>. Our goal is to provide a secure environment for teamwork. You get a simple solution that allows you to spend your time on the things that matter.

We help protect your company against external threats and leaks, with built-in privacy and

compliance tools and an add-on mail security service that we call Office 365 Advanced Threat Protection (ATP).

As an added layer of protection, ATP provides email security and protection against phishing attacks, while ensuring you have the latest features and updates to keep your business information safe. Protect your business for the price of a cup of coffee, per user per month.



**Get more done**



**Work better together**



**Build your business**



**Collaborate securely**

# Microsoft Office 365 Business Premium – The key features

Office is more than Word, Excel, and PowerPoint. Let's take a look at some of the key collaboration apps that enable your teams to achieve more together:



## **StaffHub**

### **Stay organised and manage schedules**

For staff with differing weekly schedules and a lot of time spent out of the office, viewing or changing shifts via paper schedules, bulletin boards, and phone calls can be difficult and time-consuming. StaffHub addresses the needs of the modern work environment by enabling teams to manage schedules; from any device, at any time. Employees can swap and access each other's shifts, request leave, and track time – all via a thoughtfully designed mobile app.

## **Stream**

### **Connect and inspire with intelligent videos**

Stream gives anyone in the company access to create and contribute video content. With the ability to recording meetings, co-workers can share recordings and add videos to Teams; ensuring no one misses out. Should a team member be unable to attend, they can later access the video and search for specific parts that are most relevant. And, for all your training and induction needs, using video instead of people helps save time and resource.

## **Outlook Customer Manager**

### **Track and grow customer relationships**

Spend less time managing data and more time with customers, with Outlook Customer Manager. By having all your information including emails, meetings calls, notes, tasks, deals and deadlines automatically organised, you get to spend less navigating multiple screens, and more time growing customer relationships.

No more losing customer emails and tasks in your unbox. Timely reminders and a unified list of your most important contacts and deals help ensure what matters is top of mind. Get a 360 degree view of your customers and never miss what's important.





## Bookings

### Customer bookings made easy:

For time-sensitive customers, Bookings provides a fast, easy alternative to arduous phone scheduling. With convenient and flexible online options, Bookings makes it easier for customers to schedule appointments with your business. Enable them to choose the time slot they want, through a simple-to-set-up booking webpage with built-in Facebook integration. Bookings automatically adds appointments to your employees' calendars, updating instantly upon rescheduling or cancelling.

## Teams

### Keeping messages, people, apps and files all in one place

Teams is the place to collaborate with your colleagues via chat, calls, and sharing files, notes, videos and information. With a call and chat-centred workspace employees can hold video conference calls and instantly access content from a single hub. When messaging, teams can express themselves using emojis and GIFs – adding tone, emotion, and clarity to communication. Messages, files, people and apps all live together, available from your employees favourite mobile devices; enabling contributors to chat as they edit in real time and complete work more efficiently.

**Bring teams and resources together in one place, and connect with customers, co-workers, and suppliers. Get more done and grow your business, with modern teamwork and collaboration tools from Microsoft.**

# How XYZ partner can help

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## Insert partner Value proposition here

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# Case study

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# Call to action

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## Contact

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**Phone:**

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