

A one-day essential learning module that will get your organisation on the right path and makes sense enterprise wide in using Office 365 and SharePoint

DESIGNED FOR THE TEAM

SYDNEY

BRINGING CLARITY TO OFFICE 365 AND SHAREPOINT

The Essentials and Moving Forward

Friday, 13 April 2018, Sydney

\$795 plus gst: \$874.50(early bird)

Vendor neutral (no sales presentations)

You Will Be Guided Through This
Unique Learning Module By:



Simon Rawson,
PowerMark Solutions



Alister Webb
Innosis



Simon King
www.oneoffjobs.com
Microsoft SharePoint Certified



Slava Gorbunov
Wylde Solutions

TECH METHODS WISDOM

www.arkgroupaustralia.com.au

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Bringing Clarity to Office 365 and SharePointOffice 365

Friday, 13 April 2018, Sydney, Australia

This working module will provide an interactive environment in which to explore some of the most popular and innovative tools and techniques associated with Office 365 and SharePoint. Through a unique combination of discussions, interactive elements and group exercises, delegates will learn how they can re-shape and successfully implement Office 365 and SharePoint within their organisation.

First half

Step by Step Slowly They Learn:

The basics for everyone –

what all staff needs to know and getting it to them

What can you leave behind?

Creating New Starting Points

Creating Enterprise Wide Buy-In

Second half

Lessons Learned

Creating Good Governance

Recognising and Over-coming Risks

Preparing for the next steps

Enhancing and maintaining your systems and processes

The Essentials:

Interactive Module Format

An informal, relaxed, and open atmosphere in which the participants can get to know each other, learn from each other to build a working relationship for future collaboration. Our expert panel of speakers will share their practical knowledge and perspectives that will enable participants a working tool-kit that you can use immediately and build upon.

Why attend?

- Fresh ideas and perspectives
- Ample networking and knowledge exchange with peers and speakers
- Latest trends, tools and techniques
- Proven methods for increasing engagement
- Communication techniques that encourage engagement

8.30 Registration and refreshments

9.00 Chairperson's opening remarks

Simon Rawson, Principal Consultant, Information Management, PowerMark Solutions

Getting Clarity on all of the components (Flow, Teams, Forms, Delve, Collaboration, Skype, Yammer etc etc etc)

- ▶▶ Governance
- ▶▶ Uncontrolled proliferation
- ▶▶ Common operating procedures



Simon Rawson, Principal Consultant, Information Management, PowerMark Solutions

Simon is a career Business Analyst / Project Manager, with a focus on the strategic impact of Enterprise Content Management & knowledge management systems on key business processes. As such, Simon deals with stakeholders from front-line staff to board and executive management, and systems integrators

10.00 Morning refreshments and networking **#sharepointaus**

10.30 **A "HOW TO SESSION ON" Integrating new platforms**

- ▶▶ How the new Microsoft Forms Platform integrates with Microsoft Flow and SharePoint Online in Office 365
- ▶▶ Linking theory to functionality
- ▶▶ Designing structure and functionality



Slava Gorbunov, Senior Consultant / Project Lead, Wylde Solutions

An outcome-focused project lead and IT specialist with over 15 years of experience gained working on client-facing projects in diverse industry sectors including government, financial services, telecoms, public sector, legal, media and IT.

Extensive experience working on software development projects through the full project lifecycle, applying a broad range of skills, from business requirements analysis and solutions design work, through to development, testing, training and management.

11.30 **SharePoint and Office 365, Good, Better, Best**

- ▶▶ A quick overview of SharePoint and Office 365
- ▶▶ Rapid Development v Enterprise Development (Good, Better Best)
- ▶▶ Information Architecture, Security/Permissions, Starting from scratch, and Migrations
- ▶▶ Case studies of real world solutions being used



Simon King, www.oneoffjobs.com, Microsoft SharePoint Certified

Simon has over 10 years experience from 2007 to 2016 and Office 365 as a Consultant and Contractor in Australia and New Zealand. Currently with Country Fire Authority.

12.30 Networking Lunch (Please let us know of any dietary requirements)

1.30 We have great tools, so why aren't we collaborating?**7 practical ways to ramp up and sustain collaboration in your O365 ecosystem**

- » Essential Factors for Success
- » Align Your O365 Collaboration Tools with Business Needs
- » Turn Your End Users into Great Collaborators

**Alister Webb, Partner & Consultant, Innosis, @ajwebb31 @Innosis**

After almost 20 years at Telstra in various content management, intranet and collaboration roles, Alister has undertaken consulting engagements with medium and large organisations focusing on the effective use of their social collaboration platforms and building their collaborative capability. Recently he co-founded Innosis with innovation specialist Andrew Pope, looking at collaboration as the pathway to sustainable innovation. Their focus is simple - close the gap between the promise of technology and the practise of using it.

3.00 Afternoon refreshments and networking #sharepointaus**3.30 Taking From the Best: Question and Collect**

All four leaders will re-convene for a cafe led conversation.

This will be the time where no questions will be off-limits and is your time to garner the information you need to take to re-shape SharePoint and O365 in your organisation.

4.30 Closing remarks from the chair**PAST FEEDBACK**

Overall, I really enjoyed the day and found lots of the presentations useful. I took a lot away from this event.

- *"Great coverage of social elements"*
- *"Really enjoyed the info on social integration"*
- *"Meeting professionals and networking is always great!"*
- *"Very conversational forum, which was good."*
- "Covered a broad range of useful SharePoint features."*

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POST: Send the completed registration form to Ark Group Australia Pty Ltd, Suite 2, 69 Carlton Cres, Summer Hill, NSW 2130

Bringing Clarity to Office 365 and SharePoint 13 April 2018, Sydney, Australia

PUT YOUR DETAILS HERE (PLEASE PRINT):

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	Module
Standard pricing	<input type="checkbox"/> \$995+ GST = \$1094.50
Early bird (exp: 12/03/2018) <small>Not valid with any other offer</small>	<input type="checkbox"/> Save \$200 \$795+ GST = \$874.50
Member discount(I am a member of a supporting organisation) (exp: 12/03/2018) <small>I am a member of a supporting organisation</small>	<input type="checkbox"/> Save \$300 \$695 + GST = \$764.50

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2nd				
3rd				
4th				

Signature

I have read and accepted the booking conditions

Please note: Payment must be received in full prior to the event to guarantee your place

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Expiry date

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Booking conditions

1. Bookings can be submitted at any stage prior to the event, subject to availability. A limited allocation is being held and booking early is therefore recommended. In the event of the booking not being accepted by Ark Group Australia the total amount will be refunded.
2. Payment must be received in full prior to the course.
3. All speakers are correct at the time of printing, but are subject to variation without notice.
4. If the delegate cancels after the booking has been accepted, the delegate will be liable to the following cancellation charges:
 - Cancellations notified over 45 days prior to the event will not incur a cancellation fee.
 - In the event of a cancellation being between 45 and 30 days prior to the event, a 20% cancellation fee will be charged.
5. For cancellations received less than 30 days prior to the event, the full delegate rate must be paid and no refunds will be available.
6. All bookings submitted by e-mail, fax, or over the telephone are subject to these booking conditions.
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8. Ark Group Australia will not be held liable for circumstances beyond their control which lead to the cancellation or variation of the programme.
9. All bookings, whether Australian or overseas will be charged Australian GST at the prevailing rate at the time of booking.
10. Delegates are responsible for their own travel, accommodation and visa requirements.

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