How to Create Super Staff

Maximising Staff Productivity – The Grimsby Institute

Session Overview

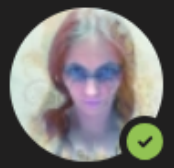
- About the Grimsby Institute
- Why Microsoft Office Specialist certification?
- Delivering MOS to a busy workforce
- A Culture of Lifelong Learning
- Creating #SuperStaff
- Impact of MOS training

About Us

- Grimsby Institute of Further and Higher Education and associated campuses at Scarborough and Skegness
- Delivering to ages 14-16, 16-18, 19+, Community Learning and Apprenticeships
- The Innovate Team support 900+ staff with their digital training and content needs (2 Learning Technologists)

Why Microsoft Office Specialist certification?

- Industry recognised certifications in products we use every day
- Staff Development and training offered to academic and business support staff
- Robust testing method, using the actual applications, not simulated environments



Elaine Topham 03/05 10:33

MOS Clubs next week

Hey MOS Team - just letting you know that there will be no MOS clubs on next week, as I am on leave

If you need any support, you can look through the Lessons in the OneNote (PLC Notebook at the top

See more

[redacted] 03/05 12:23

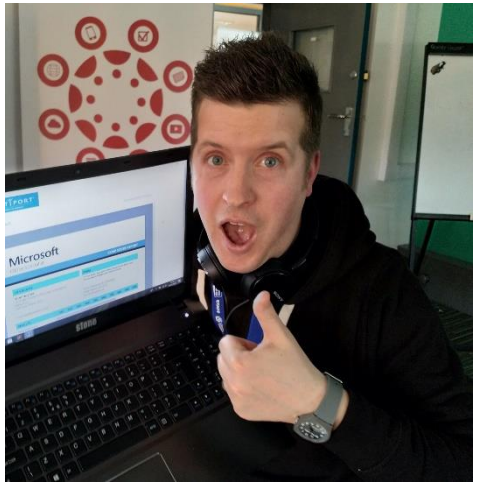
Thank you for letting me know Elaine. I won't be here today but hopefully see you in a couple

Delivering MOS to the busy workforce

- Fitting in around busy schedule
- Support offered via Microsoft Teams PLC Team
- Microsoft Official Academic Curriculum OneNote notebooks made available via the Team

A Culture of Lifelong Learning

- MOS Clubs
- MOS free exams for All Digital Week
- Peer support and encouragement
- Celebrate success on Yammer



Creating Super Staff

- Increase in productivity and effectiveness
- Staff feel more confident with the applications
- Finance, MIS and HR team training on Excel
- Managers and administrators training on Word, Outlook and Excel
- Teacher Education team and Academic support trained in PowerPoint to support learners
- Better documents being used throughout the organisation.

Level Up programme - Honours

- Four pathways designed for each role; Academic, Trainer, Business Support and Technical

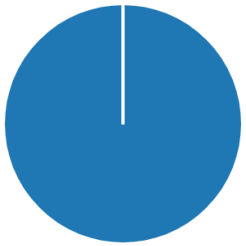
- **Pathway 1**: Academic – Microsoft Certified Educator
- **Pathway 2**: Trainer – Microsoft Innovative Educator Trainer
- **Pathway 3**: Business Support – MOS Master
- **Pathway 4**: Technical – Microsoft Technology Associate

Impact of MOS training

7. Would you recommend MOS training to a colleague?

More Details

Yes	7
No	0
Maybe	0
Other	0



2. Did you sign up for more applications after completing an exam?

More Details

Yes	5
No	2

- A recent survey showed all 7 respondents would recommend MOS training to a colleague
- Two thirds of MOS candidates sign up for another application

Feedback Comments

Ella Malton	Completing the MOS training allowed me to develop my skills in relation to working and understanding the functions of Microsoft Word and Powerpoint. This, in turn, gave me the skills required to help students with their academic conventions and standards, for example, inserting contents page, statistical charts and graphs. Additionally, with the variations of assessments, for example, essays, reports, case studies and presentations the MOS training allowed me to help and guide the students on creating the correct formats which the assessments required.
Jack Edgar	I use PowerPoint everyday and learnt so much more about it which I can use in teaching
Tracey Barker	It showed me how to use features in Word that I wasn't aware of, very useful and helpful

Feedback – Simon Davies

https://flipgrid.com/s/8e1be4b160e8

Feedback – **Heather Hannah**

https://flipgrid.com/s/de0e97359df5

Microsoft

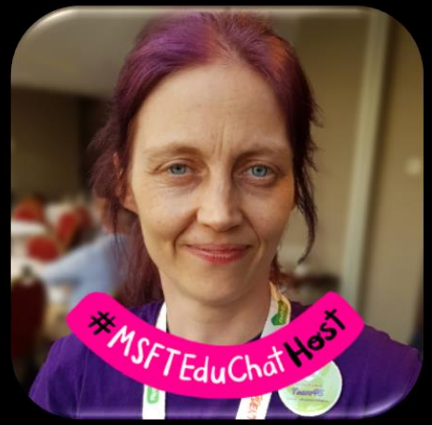
Save the date for our next

TweetMeet

on Tuesday, June 18

— 10am PDT | 1pm EDT | 18:00 BST —

Microsoft Teams



@ElaineTopham #CMLive19 #SuperStaff

#MSFTEduChat

Thank you!

- Contact me on Twitter:

@ElaineTopham