

AGENDA

[How Microsoft Forms can empower all your team members to make data driven decisions](https://014gc.sharepoint.com/sites/OMTN-DWT/SitePages/How-Microsoft-Forms-can-empower-All-of-Your-Team-members-to-Make-Data-Driven-Decisions.aspx)

En Octobre 18, 2022  2:30 - 3:30 pm EDT

FR  Octobre 20, 2022 2:30 - 3:30 pm EDT

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| Slide | Content | Duration  |
| Slide 1,3-5 | Intro & Welcome session  | 5 min |
| Slide 2 | Agenda | 1 min |
| Slide 6-7 | (Booster tip) – Schedule Teams Chat Messages  | 2 min |
| Live | Advising where the find the links shared during the session: [How Microsoft Forms can empower all your team members to make data driven decisions](https://014gc.sharepoint.com/sites/OMTN-DWT/SitePages/How-Microsoft-Forms-can-empower-All-of-Your-Team-members-to-Make-Data-Driven-Decisions.aspx) | 3 min |
| Slide 8 | Introduction of Mentee – Kevin Lagace[Indigenous Apprenticeship Program](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftalent.canada.ca%2Fen%2Findigenous-it-apprentice&data=05%7C01%7Cjanet.weichelmckenzie%40servicecanada.gc.ca%7C2c2b764337f3486d681108daade83ef4%7C9ed558468a814246acd8b1a01abfc0d1%7C0%7C0%7C638013510236678306%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=KxCau8sdZr5pY%2BoHqkQMHUqE7ULa5I15f4H9yNXi1SA%3D&reserved=0) | 3 min |
| Slide 9 - 11 | Show-and-Follow1. Creating Forms
	* Anonymous vs non-anonymous
	* How to build a basic survey in minutes
	* How to make your form bilingual
2. Sharing a form
	* How to collaborate
	* How to share a form
	* How to get a French link
3. Getting the Data
	* View the collected data
	* Show results and visuals
	* Exporting the data
 | 22 min |
| Slide 12 | Forms Best Practices | 10 min |
| Slide13 | Q&A | 5 min |
| Slide 14 | Spotlight ESDC Chief Data Office, Kimberly  | 3 min |
| Slide 15 | ESDC Forms 101 training on Oct 25 and 26And DWT Smoothie time on Oct 26, 2022  | 2 min |
| Slide 16 | Promotion of next sessions Include name, date, time, and links | 2 min |
| Slide 1 | Closing slide and survey | 2 min |