

# Microsoft: Consultancy & Professional Development Services

An overview of the core services delivered to education institutions working.

# Foundations For Digital Transformation

Areas we explore and support working alongside educational institutions.

**VISION** WHAT DOES SUCCESS LOOK LIKE AND HAVE YOU DOCUMENTED HOW YOU WILL GET THERE?

**TECHNICAL INFRASTRUCTURE** IS YOUR ENVIRONMENT READY FOR ANY CHANGES YOU ARE PLANNING TO INTRODUCE?

**CLOUD ADOPTION** HAVE YOU ADOPTED THE CLOUD AT SUCH A LEVEL THAT YOU ARE NO LONGER LIMITED BY TRADITIONAL IT SYSTEMS?

**DEVICES & SPACES FOR TEACHING** DO STAFF HAVE ACCESS TO THE RIGHT TOOLS AND TEACHING SPACES TO ACHIEVE YOUR VISION?

**CULTURE & COMMUNITY** IS THERE A SHARED AMBITION AND CULTURE FOR CHANGE THROUGHOUT THE COMMUNITY?

**CURRICULUM, PEDAGOGY & STUDENT SKILLS** DO THE STAFF AND STUDENTS HAVE THE NECESSARY DIGITAL SKILLS?

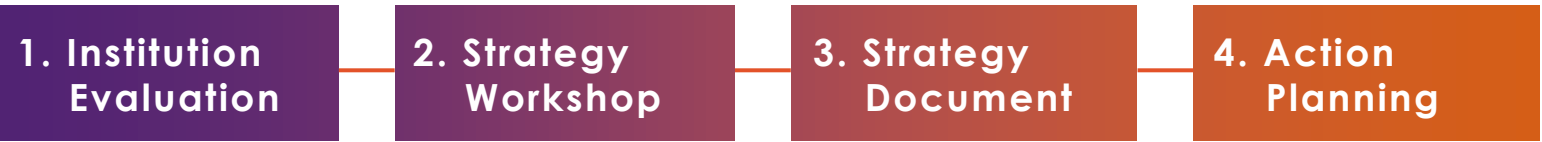
**DEVICES FOR LEARNING** CAN STUDENTS ACCESS THE RIGHT TECHNOLOGY AT THE RIGHT TIME TO ENHANCE THEIR LEARNING?

**SCHOOL OPERATIONS & BUSINESS** IS THE ORGANISATION READY FOR CHANGE, ARE THE FINANCES AVAILABLE AND IS IT SUSTAINABLE?



# Digital Strategy Programme

A consultancy programme designed to evaluate the current use of technology within your institution to develop a holistic digital strategy and practical action plan.



## 1. Institution Evaluation

Interviews with leadership plus input from teaching staff and the IT support team summarised in a written report.

## 2. Strategy Workshop

A workshop attended by the leadership team and key personnel to discuss the vision, strategic goals, and desired impact.

## 3. Strategy Document

A digital strategy document articulating the vision, success criteria, expected outcomes, and benefits for your institution.

## 4. Action Planning

A timeline indicating what tasks need to be completed and by whom to achieve the strategic goals.

### Example Reports

[Evaluation Report](#)

[Strategy Document](#)

[Action Plan](#)



# Digital Skills Programme

Staff self-assess their current level of digital skills.

The results can then be analysed via an interactive data dashboard to develop a professional development plan.

## 1. Evaluate

Online 15-minute surveys, one for teaching staff and the other for support staff, help identify different viewpoints.

## 2. Define

Results are presented back via a live data dashboard allowing you to interrogate the data in different views and groupings.

## 3. Envision

TA analyses the results to identify patterns. These findings are then presented in a report and discussed with leadership.

## 4. Plan

A professional development plan is created to address skills gaps amongst staff..

## Example Dashboards

[Teaching Staff](#)

[Non-teaching Staff](#)



# Professional Development

Training is delivered as practical hands-on workshops focused on how to use technology in the classroom, or to support roles and activities within your organisation.

## 20 - minute

On-demand 20-minute, 1:1 remote training sessions can be scheduled using an automated booking process.

## 90 - minute

A remote-only option usually delivered as a twilight session to one group of staff involving live demonstrations and Q&A.

## Half - day

A trainer will be on-site for 4 hours, delivering up to 3 hours of workshops. The time can be spent with one or many groups. A half-day can also be delivered remotely.

## Full - day

Up to 7 hours on-site, including 6 hours delivery. Time can be used to support multiple groups or to facilitate a deep dive with key personnel. A full-day can also be delivered remotely.

## Example workshops

- Using Microsoft Teams and other Microsoft tools to support assessment and feedback
- Best practice for using Microsoft Teams to collaborate and communicate.
- Using AI and Power Automate to streamline administrative tasks.
- How to maximise the benefits of having 1:1 devices in the classroom.

# Professional Development Models



## Live Presentations



Presentation and live demonstrations delivered to a large audience to introduce new concepts and increase awareness.



## Hands-on Workshops



'Learn through experience' - practical workshops where participants complete activities related to their role in the organisation.



## One-to-One Coaching



Medium to long-term ongoing support to develop, practice and evaluate new methods to improve organisational outcomes.



## On-Demand Support



Individual staff have access to remote support from industry professionals, including live chat options and 1:1 training sessions.



## Training Resources



Professional training resources, including video-based content, developed to cover specific processes and requirements.





























































# Professional Development Models



In-person delivery



Remote delivery

	Delivery	Description	Suitable for	Participants	Format	Session Time	Investment	Impact
	<b>Presentations</b> (One to many)	Presentation and live demonstrations to a large audience.	Raising awareness, such as an Art of the Possible session.	<b>Unlimited</b>	 	<b>30 – 120 mins.</b>	   	    
	<b>Hands-on Workshops</b>	Learn by completing guided and relevant practical activities.	Learning 'How to...' or adopting new ways of working.	<b>10 to 30</b>	 	<b>45 – 180 mins.</b>	   	    
	<b>Coaching</b> (Inc. co-teaching)	Ongoing support to plan, co-deliver and evaluate impact.	Developing the skills of organisational or departmental leads.	<b>1 to 3</b>	 	<b>15 – 180 mins.</b>	   	    
	<b>On-Demand Support</b>	Individuals reach out to access support to specific problems.	Providing access to on-going individualised support for all staff.	<b>1 to 1</b>	 	<b>10 – 20 mins.</b>	   	    
	<b>Training Resources</b>	The production of resources that staff can access independently.	Mandatory training, or resources for future reference (new staff).	<b>Unlimited</b>	 	<b>5 – 60 mins.</b>	   	    

# Professional Development Content

To ensure the required outcomes are achieved, training content is identified and refined through pre-delivery consultations with the client.

This consultation process happens directly between the client and the facilitator who will deliver the training to ensure expectations are aligned and the pre-consultation process is included in all prices quoted.

All content can be facilitated as in-person or remote activities following one of the delivery models outlined in the previous slides.

The table to the right provides an example of the type of professional development we can deliver.



Example Workshop	Solutions	Description
<b>Using Microsoft Teams for collaboration and communication</b>	M365, Teams, SharePoint, Outlook.	Save time and improve day to day communications through effective use of Microsoft Teams.
<b>Using AI in education to reduce teacher workload</b>	M365, Office, Co-Pilot,	Learn how AI can help reduce teacher workload by automating tasks and providing insights.
<b>Utilising Power Bi to combine and provide accessible data</b>	M365, Power Bi, Excel.	Learn how to collect, analyse, and present interactive data dashboards and reports using Power BI.
<b>Creating a paperless classroom with Microsoft OneNote</b>	M365, Teams, Forms, Assignments, OneNote.	Distribute digital worksheets, deploy digital workbooks, automate assessment and more.
<b>Using Microsoft tools to improve assessment and feedback</b>	M365, Teams, Forms, OneNote, Insights	Provide audio feedback, use digital inking, automate assessment and use AI to differentiate learning.
<b>Introducing Minecraft Education Edition to teach computing</b>	Minecraft Education Edition.	Use games-based learning to teach computing concepts and coding skills.
<b>Exploring accessibility tools to support individualised learning</b>	M365, Immersive Reader, Windows 11.	Learn how to access and apply built-in tools to support different learning needs.
<b>Using Power Automate to streamline administrative tasks</b>	M365, Power Automate, Forms.	Automate repetitive tasks such as approvals, data collection, and calendar tasks using Power Automate.
<b>Using technology to improve reading levels in younger years</b>	M365, Teams, Immersive Reader, Reading Progress.	Enhance reading levels in younger students using tools like Immersive Reader and Reading Progress.





# TA On-Demand (UK Only)

On-demand end-user support focused on using Microsoft solutions in education. Available for all staff working in education, both teaching and school operations.

## How to videos

End-users can ask 'How to' questions via an AI-powered search tool and receive 30-60 second video-based answers to their query.

## Instant Chat

On weekdays, between the hours of 9:00am and 5:00pm, you can chat with a Microsoft Expert Trainer via the online chat feature.

## 1:1 Training

Schedule 20-minute live appointments with a Microsoft Expert Trainer to solve problems or get trained in Microsoft tools for education.

[Find Out More](#)

[Video Overview](#)

"We want to move to 1:1 devices, but where do we start?"

"How do we articulate our vision for the use of technology in school?"

"How do we identify the skills gaps amongst our staff?"



- Evaluation
- Strategic Workshop

- Digital Strategy
- Action Planning Tool

- Digital Skills Review
- PD Plan

"How do we select devices and suppliers to deploy a sustainable 1:1 device programme?"

"How do we address the skills gaps highlighted amongst staff?"



- Personal Shopper
- Partner Connections

- Hands-on Training
- On-demand Support

"How do I prepare the IT for 1:1 devices?"

"How do we get the parents onboard?"

"How do we continue to support and upskill staff?"



- Intune training
- Expert coaching

- Communications
- Parent Events

- Training Programme
- On-Demand Support

Example Customer Journey

# Example Case Study: Queen Elizabeth's School

A school that accelerated its 1:1 device programme, reducing the overall timeline from 5 years to less than 3 years, having seen the impact and receiving feedback from staff, parents and students.

**Sep. 2022**

Queen Elizabeth's School enrol on the Digital Strategy Programme with a target of being 1:1 by September 2027.

**Nov. 2022**

TA introduce resellers and finance partners to start exploring how to build a sustainable 1:1 device programme.

**Dec. 2022**

An evaluation and strategy workshop are completed with the outcomes informing a digital strategy document and plan.



Video Case Study:  
Preparing for a 1:1  
Programme

[View here](#)

**Apr. 2023**

Staff complete the skills review, and the outcomes inform the professional development plan.

**June 2023**

Staff training is facilitated, and devices are ordered ready for a September roll out for one year group.

**Sep. 2023**

Devices arrive and are deployed for Year 7 students. Further training is arranged for staff.

**Dec. 2023**

Based on the success of the first-year group, the school decided to deploy a second-year group before the Christmas break.

**Jan. 2024**

The school decide to accelerate the programme and aim to deploy all year groups by May 2024. Three years earlier than originally planned.



Video Case Study:  
Reflections on a 1:1  
programme, 3 months  
after deployment.

[View here](#)

# Video Case Studies

A range of Microsoft adoption projects captured as case studies to inspire or inform others.

## Secondary Schools

- [Queen Elizabeth's School – Reflecting on a 1:1 Programme Just 3 Months in.](#)
- [Recognising the Benefits to 1:1 Student Devices at Bishop Ramsey School](#)

## Primary Schools

- [How to Implement Transformational Change at Pace Vaughan Primary School](#)
- [Becoming a Showcase School - St. Luke's CofE Primary School, London](#)

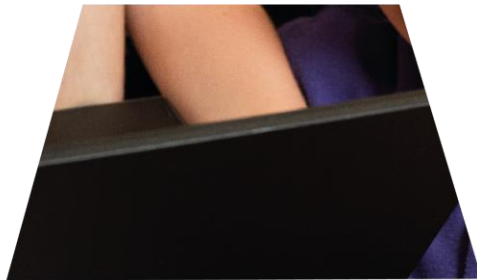
## Multi-Academy Trusts (School Groups)

- [Digital Transformation at Embrace Multi Academy Trust](#)
- [Microsoft Accelerate and Demonstrate - Arbib Trust, 1:1 Devices](#)

## Independent School

- [Leadership – Using Microsoft Surface at Bury Grammar Schools](#)
- [IT Manager - 1 to 1 Devices at Bury Grammar Schools](#)

Further case studies can be accessed here [TA Case Studies - TA Education](#)



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