

# Writing submission

Document: "Moving to Microsoft Teams"

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This writing sample is a job aid that I produced as part of a company-wide effort at Kaiser Permanente to manage the workforce's adoption of the Office 365 platform. Employees volunteered to be Ambassadors and help their teams successfully adapt to the new platform. There were many resources available for training use, but I produced many documents of my own to help my team digest and understand the information.

I wrote all of the content for this sample.

This job aid is my original writing.

The information in this document was based on training and practice, as well as content adapted from promotional materials and user guides.

This sample document has not received any editing attention.

There was no company style guide that applied to this document.

There was a target date for moving each team over to Office 365, so we had until that deadline to help our team manage the change. My team recognized me for the work I put into helping them adapt to the new platform.

This document was one of many job aids, walkthroughs, and other promotional materials that I produced for my team. I regularly shared my materials with other Ambassadors to use with their own teams.