

Marianne Tansley

Team Training

2026 Brochure

Marianne Tansley

Systems Strategist

This document has been prepared by Marianne Tansley, and is general in nature. Should you have any questions regarding the content of this document, please contact Marianne directly using the details on this page.

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Author: Marianne Tansley
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Marianne Tansley

PO Box 1877
Hervey Bay QLD 4655

ABN: 55 188 067 125

www.mariannetansley.com

team@mariannetansley.com

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1. Introduction

This brochure outlines the team training services available from Marianne Tansley – practical, hands-on training for teams who want to work better together.

Every session is built around the systems, tools, and challenges your team actually faces. The goal isn't to teach software for its own sake – it's to help people reduce the chaos, build shared ways of working, and leave with something they can use on a Monday morning.

Sessions are delivered using Microsoft 365 as the primary toolkit – tailored to your organisation's needs, user levels, and outcomes, and without jargon or unnecessary complexity.

1.1. Why work with Marianne?

Hands-on learning:

Every session is built around doing, not watching. Participants work with their own tools and content throughout – so they leave with practical skills they can apply immediately, not just theory.

Custom solutions:

No two teams are the same. Content, examples, and exercises are tailored to your team's specific tools, workflows, and skill levels – so everyone gets something useful, regardless of where they're starting from.

Experienced trainer:

With over 25 years of corporate administration experience, Marianne understands how teams truly operate – the chaos, the workarounds, and the habits that slow everything down. Training is practical, relatable, and grounded in real-world application.

2. Training Options

Choose from half-day or full-day training sessions – tailored in terms of content, experience level, and outcomes required for your team.

All sessions are interactive and practical, combining instructor-led training with hands-on exercises, discussion, and real-time problem solving. Sessions are capped at 20 participants to ensure personalised attention throughout.

2.1. Systems training

Sometimes the problem isn't that people don't know how to use the tools – it's that nobody's ever set up a shared way of working that makes sense for the team.

Systems training sessions start with the operational problem and build toward a practical solution. We look at how your team is currently working, where the friction is, and design a session around fixing something specific.

2.1.1. Examples of what teams come to Marianne for:

- **Stopping the email chaos** – shared Outlook conventions, inbox rules, and calendar discipline so nothing falls through the cracks
- **Files that are actually findable** – a filing structure that makes sense, that everyone uses the same way, and that holds up after the session ends
- **Making meetings mean something** – using Teams and Outlook together to reduce meeting overload and make sure actions actually happen
- **Smooth handovers** – onboarding and offboarding systems that mean the team keeps running whoever comes and goes
- **Work that moves without you** – identifying where light automation can reduce repetitive manual tasks
- **Getting everyone working the same way** – shared standards across Microsoft 365 tools so the whole team is finally on the same page

These sessions are built entirely around your team's specific situation – there's no standard content, only what's relevant to you.

2.2. Skills training

For teams who need to build capability and confidence in specific Microsoft 365 tools.

Skills training sessions go deep on a particular program or set of tools – giving participants a thorough understanding of the features and functions most relevant to their daily work. All content is tailored to your team's tools, workflows, and experience level.

Sessions are available across two areas:

Microsoft 365 ecosystem

For teams who want to understand how their tools fit together and where simple changes can have an immediate impact.

Topics include: an introduction to the Microsoft 365 ecosystem, Teams as a collaboration hub, file storage and sharing across OneDrive, SharePoint and Teams, and automation and AI in Microsoft 365.

Deep-dive tool sessions

For teams who need to build mastery in a specific program.

Topics include: Microsoft Word, Microsoft Excel (beginner and advanced), Microsoft Outlook, collaboration and the cloud, and automation and AI.

Every session is built to order. If you're not sure which option is right for your team, get in touch and we'll work it out together.

3. Training Structure

Half-day sessions run from 9am to 12.30pm, or 1pm to 4.30pm, with a 15 minute break mid-session.

Full-day sessions combine two half-day blocks with a 30 minute lunch break. Start and finish times, and break durations, can be adjusted to suit your team.

3.1. Training format

Sessions are interactive throughout, with hands-on exercises using Microsoft 365. Participants are required to bring a laptop with Microsoft 365 installed.

Sessions are capped at 20 participants to ensure personalised attention and support.

3.2. Organisation requirements

For the session to run effectively, the following is required from your organisation:

- A room with seating and power for all participants to work from their laptops
- Wifi connection for Marianne and all participants
- Project or screen with HDMI compatibility (Marianne will provide adapters to connect)
- Catering for participants (not provided by Marianne – organised at your discretion)

4. Post-Training Support

Keep the momentum going after the session ends.

Post-training support gives your team continued access to Marianne via a dedicated Microsoft Teams chat – so they can ask questions, troubleshoot real-world challenges, and build confidence as they implement what they've learned.

Responses are provided as text, voice note, or short screen recording – accessible to all members of the chat. At the end of the support period, a full summary of everything covered is provided as a PDF to you for your team to keep as a reference.

Support options

- 1 month of support - \$900 AUD including GST
- 3 months of support - \$2,100 AUD including GST
(save \$600 compared to monthly)
- 6 months of support - \$3,150 AUD including GST
(save \$2,250 compared to monthly)

Post-training support starts on the day of your session and can be added at checkout.

Additional blocks can be purchased once the initial period is complete.

The Teams chat is hosted inside Marianne's Microsoft 365 account. Participants join as guests for the duration of the support period. On conclusion, all participants are removed, and a PDF summary is provided to the contact person for distribution to the participants.

5. Fees and Payment Terms

All prices are in Australian dollars and include GST.

The information in this document is current and valid for 2026.

Session	Fee (inc GST)
Half-day training – online	\$2,750
Half-day training – in-person	\$3,300
Full-day training – online	\$4,290
Full-day training – in-person	\$4,840
Post-training support	
1 month	\$900
3 months	\$2,100
6 months	\$3,150

5.1. Payment terms

To get started, book a no-obligation chat via the website. We'll discuss your team's needs, agree the scope, dates, and format, and make sure the session is set up for the right outcome.

Once everything is confirmed, you'll receive a payment link and Service Agreement by email. Payment is made securely online via Stripe or PayPal. The session is confirmed once payment is received and the Service Agreement signed.

If you have any questions about payment or require an alternative arrangement, please raise it in our chat, or email team@mariannetansley.com to discuss further.

5.2. Important notes

In-person session fees include travel and incidentals – no additional travel costs. In-person fees do not include venue hire or catering (this is at your organisation's expense).

A tentative hold for your preferred date(s) is placed in the calendar following your enquiry chat, for 10 business days. Sessions are not confirmed until payment is received and the Service Agreement signed. If not completed within that window, the hold will be released and the date may no longer be available.

Sessions outside Australia or New Zealand are quoted separately – contact team@mariannetansley.com

6. Training Deliverables

Each participant will receive the following as part of their training session:

- A custom workbook, co-branded with your organisation's logo – printed for in-person sessions, PDF for online sessions
- Post-training Q&A access via email for up to 5 business days from the session date.

As the organising contact, you will also receive:

- A PDF of the presentation slides for your records
- A PDF of the co-branded workbook for your internal reference
- Access to a downloadable copy of the training session recording, for online sessions (access available for 3 months from session date, then permanently deleted from my system)

7. Experience

Marianne has extensive experience delivering practical systems, and Microsoft 365, training to corporate clients, councils, professional associations, and small business networks across Australia. A selection of client feedback is included below.

Corporate Training – WIN Projects

“Marianne delivered fantastic ideas and practical solutions that our team has already started to implement. The improvements are proving to be a real asset.”

Various Microsoft 365 Workshops – Central Highlands Development Corporation

“It was fantastic to have Marianne lead a series of Microsoft workshops for our local business community. She was able to bring her own insights and experience and demonstrate how we can individually and collectively be using these programs more effectively each day. Each session was not only informative but also highly engaging, combining hands-on learning with practical guidance.”

Microsoft Word Training – VA Lead Network

“Her presentation was informative, engaging, and she knows her stuff. We would recommend Marianne to anyone looking to get more out of their Microsoft 365 subscription, without all the jargon and confusing tech setups. Professional and reliable.”

Microsoft 365 Masterclass – Admin Collective

“She really is an expert on all things Microsoft 365. Marianne’s presentation was fun, informative, engaging, and she really knows her stuff. Even when we threw some curly questions, she breezed through with easy explanations and examples.”

Microsoft Outlook Masterclass – VA Institute

“Marianne has such an extensive range of Microsoft 365 knowledge and makes her learning sessions easy for everyone at any level to understand. We have thoroughly enjoyed having Marianne present to our audience and recommend her to anybody looking for someone with extensive knowledge of Microsoft 365.”

8. Contact Information

8.1. Your trainer

Marianne Tansley (Maz) – Systems Strategist and Microsoft 365 educator

Maz has spent over 25 years working inside the engine rooms of businesses across the public and private sector – as a corporate EA/PA, virtual administrator, and systems specialist. She has been delivering Microsoft 365 training and systems consulting since 2017.

Her training approach is practical and grounded in real-world application. She understands how teams actually work – the chaos, the workarounds, and the habits that hold people back – and builds sessions that give people genuine confidence to do things differently.

8.2. Business details

Marianne Tansley

ABN: 55 188 067 125

PO Box 1877

HERVEY BAY QLD 4655

0409 645 318

team@mariannetansley.com

www.mariannetansley.com

8.3. Next Steps

To confirm your training, please book a session with Marianne to discuss your specific requirements.

[Click HERE to book your session.](#)

9. Terms and Conditions

Attendance Requirements:

In person sessions are capped at 20 participants. Each participant must bring a laptop with Microsoft 365 installed and be willing to participate actively using Microsoft 365 apps throughout the session.

Cancellation and Rescheduling:

Cancellations more than 30 days before the scheduled session will be refunded in full with no additional charges.

Cancellations between 14 and 30 days before the session will be refunded at 50% of the session fee.

Cancellations within 14 days of the session are non-refundable.

Cancellations fees for any booked travel may be passed on to the client.

Rescheduling requests are managed on a case-by-case basis with advance notice.

Room and Equipment:

The client is responsible for providing a suitable training room with AV capabilities, a screen, and Wifi access for all participants and Marianne.

Confidentiality:

All corporate and individual participant information is treated with strict confidentiality. No information will be shared with any third party. All session content is prepared with complete discretion.

Communication:

Preferred communication during the planning phase is via Microsoft Teams.

Emails and calls are returned within 24 hours during business hours.

Meetings will be arranged via calendar invitation. 24 hours notice is required to cancel or reschedule any planned meetings.

Business hours: Monday to Thursday, 9am to 5pm AEST. Closed Friday, Saturday, and Sunday, and on all Queensland public holidays.

Payment Terms:

Prices are quoted in Australian dollars, including GST, unless otherwise stated.

Credit card payments are accepted via Stripe and PayPal, with no processing fees charged to the client.

Software Used:

The following tools are used to support session delivery and communication:

- Communication and session delivery: Microsoft Teams
- File sharing: OneDrive
- Payment processors: Website link using secure Stripe or PayPal gateways
- Presentations: Microsoft PowerPoint / Adobe Acrobat
- Workbooks: Microsoft Word / Adobe Acrobat