PROFESSIONAL DEVELOPMENT TRAINING

09 884 0762

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1.0 DAY COURSE

Digital Collaboration

Today, digital collaboration tools are an important way of getting the best out of an organisation's talent. Globalisation has increased the geographical spread of many businesses. This has dispersed skills and experience beyond the reach of face-to-face communications, at a time when businesses need more than ever to bring their best minds together.

Digital collaboration is using digital technologies for collaboration. Dramatically different from traditional collaboration, it connects a broader network of participants who can accomplish much more than they would on their own.

The effects of creating a collaborative and innovative workplace are demonstrated by the overall effectiveness of employees who operate in an environment that gives them the opportunity to do both. First and foremost, these employees are the happiest. Two thirds of employees who are highly innovative are also high satisfied with the culture of their organisation, versus an average of 38 per cent of all respondents.

What You'll Gain:

Since the Covid-19 epidemic, many employees — and their managers — have found themselves working out of the office and separated from each other for the first time. Fortunately, there are specific, research-based steps that managers can take without great effort to improve the engagement and productivity of remote employees, even when there is little time to prepare.

It's important to understand the common challenges, from isolation to distractions to lack of face-to-face supervision. Managers can support remote workers with 1) regular, structured check-ins; 2) multiple communication options (and established norms for each; 3) opportunities for social interactions; and 4) ongoing encouragement and emotional support.

Outcomes

In this course participants will learn:

- How to use Digital Tools to stay connected
- Visual Tools for brainstorming and inspiration

- How to share files and ensure everyone is on the same page
- Tools for Project Management

Modules

Lesson 1: What is Digital Collaboration

- Why are Digital Skills important
- Digital literacy

Lesson 2: Set UP

- Common set up features
- Identify accepted norms of online interaction
- Collaboration Concepts

Lesson 3: Mobile collaboration

- Key concepts
- Using mobile devices
- Applications
- Synchronisation

Lesson 4: Using Online Collaboration Tools

- Online storage and productivity
- Applications
- Online calendars
- Social media
- Online meetings

Lesson 5: Communicating with Digital Tools

- Digital Netiquette
- Transparency and Consistency

Lesson 6: Wrap Up

- Which Tools will suit me

Talk to our expert team

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