10 Academy cB : Week 2

Careers - Challenge 1

Tools for Remote Work

**Submission Deadline: Saturday, 04th May 2024, 8pm UTC**

**Background**

**What is Remote work ?**

Remote work is the practice of having employees carry out their duties away from a central office. Examples of such places include:

* A worker's home,
* Private office,
* Shared workspace, or
* any other location besides the typical corporate campus or office building.

**Onboarding:** The term "onboarding" describes the procedures used to integrate new hires and employees into the company. In addition to learning about the organisation's structure, culture, vision, mission, and values, it also contains activities that help new hires complete the first new-hire orientation process.

**Why remote work?**

* Employees can completely customise their working setup.
* May assist employees with disabilities.
* Greater talent pool for corporations, with nearly no regional restrictions.
* Employees (as well as employers) save money and time travelling.
* Employee productivity can increase with higher autonomy and fewer interruptions at work.
* The working environment can be entirely customised by employees.

Companies and organisations are utilising digital management tools and services to assist them manage their work as remote work becomes more prevalent on a global scale. These are a handful of the most common remote work tools and applications:

* **Google calendar**
* **Slack**
* **Notion**
* **Trello**

[**Google Calendar:**](https://workspace.google.com/products/calendar/) Google Calendar is used for scheduling and organising events, appointments, and tasks, facilitating efficient time management and coordination.

[**Notion**](https://www.notion.so/onboarding) is a project-management and note-taking software. It was designed to help companies and organisations coordinate deadlines, objectives, and assignments for the sake of efficiency and productivity.

[**Slack**](https://slack.com/resources) is termed a “digital headquarters”. With remote work steadily becoming the norm, Slack assists teams by organising different groups/teams/projects into workspaces, or “channels”. This helps users to move between tasks, projects, and groups easily, negating the confusion of having all communication in one workspace. Slack also allows users to send direct messages to one another, and users can send files, audio/voice messages, images, gifs, videos, and can access internet calls.

[**Trello**](https://trello.com/) is a web-based project management and collaboration tool that uses a card-based system to help individuals and teams organize tasks, projects, and workflows in a visual and flexible way.

**Task:**

Your company has moved to a different location and your team manager has tasked you with setting up the office workflow tools to assist with onboarding a new colleague in your team who has never used these tools before. The workflow tools you have to set up are: **Slack, Notion, Google Calendar**, and **Trello**.

**Task 1:** Imagine that Pascaline is the new member joining your team. Follow the below instructions and answer the question.

**On Google calendar:**

* Access your Google Calendar.
* Create a new calendar specifically for **"Onboarding Meeting - Pascaline"**
* Schedule a **weekly** check in team meeting, and invite the new team member. The team member’s Email is: pascaline@10academy.org
* In the description part, add an important description of what that weekly meeting will be about in general.
* Set up reminders for that weekly team meeting.
* Take a screenshot of your Google Calendar showing the scheduled events.

**On Slack:**

* Create a new Slack workspace named “Onboarding New Member”, and create 3 new channels, in addition to the ones which Slack auto-creates.
* Send Pascaline an invite link, inviting them to join that Slack workspace.
* Post a welcome message in the channel introducing the purpose of the slack workspace and its objectives.
* Initiate a discussion about their experience so far in your company and ask for their input.
* Take a screenshot of the Slack channel with the introductory message and discussion visible.

**On Notion:**

* Set up a task board in Notion using the Kanban format. On this task board, you should list 5 key exercises you have completed for the training at 10 Academy in **Week 0 and Week 1**, along with the key feedback you have received from your tutors.
* Link your Notion task board to the Slack workspace you have created. You can do this using the Slack app directory. Please choose the channel that Pascaline has joined, to link your Notion account to.
* Using your Notion account, create a public page for the task view, and provide this link in the Slack channel.
* Take a screenshot of the Task board you created above.

**Trello:**

* Create a new Trello board named "Onboarding process"
* Set up columns on the board for "To Do," "In Progress," "Review," and "Completed."
* Create task cards for the onboarding week and tasks in the "To Do" column. In your to do column you should have the following 3 tasks: Introduction to the company and job description, Company platform tour, Introduction to current projects.
* Move one task card to the "In Progress" column.
* Move another task card to the “Review” column.
* Take a screenshot of the Trello board with the task cards visible.

After completing those tasks on Google calendar, slack, notion and trello, create a google slide or PPT **with the Guide on how you did each step on each of those platforms, and add a final result screenshots** **(The ones you took after every task) at the end of each Guide.**

Note:

1. The Guide should be clear that a new member, Pascaline, can follow to do the same tasks as you did.
2. The google slides or PPT title should be **“Guidance on Remote work Tools”.** The slides should be simple, clean and professional - bullet points are fine. The goal would be for this slide deck to be ready to use in a real-world work environment.
3. Use a maximum of 6 slides for this Task 1.

**Task 2:**

Write a Step-by-step guide showing your new members how to embed a new task in your Notion kanban board, and move it from backlog, to active to complete. Add the guide in the Google slide you created in Exercise 1.

Note: Maximum slides for this second exercise is 3.

**Task 3:**

Write a brief guide explanation showing the new members how to add a new member to their workspace on Slack. Add the guide in the Google slide you created in Exercise 1.

Note: Maximum slides for this third question is 1.

**Task 4:**   
Provide a guide on how to embed apps into Notion, such as Google, Figma, or Youtube, focussing on those that you think would be useful to 10 Academy training.

Note: Maximum slides for this third question is 1.

**Submission: On Tenx.**

For this exercise, you have been provided with links which will direct you to the information you need in order to complete the above exercise. Please note, however, that the exercise cannot be completed based on the information in these links alone.

**Usefulness in real life:**

This exercise prepares you for remote work, as you will have to create a realistic onboarding solution for possible future colleagues who have never worked remotely before. As more and more people start shifting to remote work completely, it will be important for you to understand the most common remote tools, how they work, and how to easily explain their uses to others

Marking Rubric:

1. **Google Calendar Setup (40 points):** You accurately created a new calendar and scheduled a weekly check-in meeting with reminders. Clear documentation with screenshots was provided.

**Slack Workspace Setup (10 points):** You successfully created a new Slack workspace, invited new members, and introduced the workspace's objectives with an engaging discussion.

**Notion Task Board (10 points):** You effectively set up a Notion task board with Kanban format, listed exercises and feedback, integrated it with Slack, and provided a public link within the Slack channel.

# **Trello Board Setup (10 points):** You created a Trello board with the required columns and task cards, correctly managed task cards, and provided a clear screenshot of the board.

# **Google Slides Presentation (10 points):** The Google Slides presentation was well-structured, clear, and professional. It included step-by-step guidance for each platform and final result screenshots.

# **Task 2 -** Notion Task Management Guide (20 points):The guide for Notion task management was clear and accurate, integrated into the Google Slides presentation.

# **Task 3:** Adding New Members to Slack (20 points):The guide for adding new members to Slack was clear, concise, and integrated into the Google Slides presentation.

1. **Task 4:** The guide on how to embed apps into Notion. (20 points)