

A legend titled "Sticky Note Color Codes" showing six colored boxes with their corresponding meanings: Main Topics (pink), information (yellow), Action Items (purple), Covered information (light green), No longer relevant, or detailed, or extra information (light orange), and Action/Agenda moved to future (light blue).

## Overview

- Where: 14.06.2023 - 15:00 UTC
- Where: zoom link [https://us02web.zoom.us/j/8572811741?pwd=QkVycUdRcG9lYmJhZDdlYTZBNDZkdz09](#)
- Context: Reviewing developed process models
- Duration: ~60min
- Parts of the Sessions may be recorded and uploaded in Ambassador YouTube

Workshop Agenda (to be recorded with read.ai)

- 5min - Introduction
- 5min - House keeping (Dework task created and Rotation updated for next week)
- 15 min - Presenting and updating processes
  - Publishing Material - Slate
  - Operations Meetings - Torrey
- 30 min - Refine/Clean up Processes
  - Onboarding Scribbler
  - Operation Meetings
  - Create Article
  - Publishing Material
  - Report Workgroup Results
- 3min - Session Overview *(to be recorded)*
- 2min - House keeping

- **Business Writing / Writing in Global Business Contexts**
  - **Business Writing** = writing that is used in business contexts, such as reports, proposals, memos, emails, etc.
  - **Writing in Global Business Contexts** = writing that is used in business contexts, but also takes into account cultural differences and communication styles from different countries.
- **Organizational Communication**
  - **Definition** = how information is shared within an organization
  - **Importance** = it is essential for the success of an organization
  - **Types of Organizational Communication**
    - **Internal Communication** = communication within the organization
    - **External Communication** = communication with the outside world
  - **Barriers to Organizational Communication**
    - **Language Barrier** = differences in language can lead to misunderstandings
    - **Cultural Barrier** = differences in culture can lead to misunderstandings
    - **Structural Barrier** = the way an organization is structured can lead to communication problems
  - **Strategies to Improve Organizational Communication**
    - **Clear Communication** = use clear and concise language
    - **Active Listening** = listen carefully to what others are saying
    - **Feedback** = provide feedback to others and receive feedback from others
    - **Openness** = be open to new ideas and suggestions
    - **Respect** = respect the opinions and feelings of others
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  - **Writing in Global Business Contexts** = writing that is used in business contexts, but also takes into account cultural differences and communication styles from different countries.
  - **Importance of Business Writing**
    - **Clear Communication** = use clear and concise language
    - **Active Listening** = listen carefully to what others are saying
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  - **Strategies to Improve Business Writing**
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The banner features the SAP logo in the top left corner. The text "Ambassadors Program" and "#PRIC: CESS GUILD" is displayed in white. The central graphic shows three white cubes with the numbers 1, 2, and 3 on their faces, arranged in a triangular pattern. To the right, a red mechanical device, resembling a stylized 'S' or a part of a machine, is shown. Below the banner, the text "Process Modeling Workgroup – 21.06.23 Session Su..." and the YouTube logo are visible.

