HERRAMIENTAS DE COMUNICACIÓN

PRÁCTICA DE WORD

DESCRIPCIÓN BREVE DE ACTIVIDAD
Desarrollo de Tablas de Ilustraciones, índice y Nota al pie.

NOMBRE DE ESTUDIANTE
TECNOLOGÍAS DE LA INFORMACIÓN Y LA COMUNICACIÓN

FECHA

UES
Universidad Estatal de Sonora
La Fuerza del Saber Estimulará mi Espíritu

LISTA DE IMÁGENES

LISTA DE TABLAS

Las 10 Mejores Herramientas De Comunicación Para Conversaciones En Equipo Más Comprometidas Y Efectivas©

Los proyectos a menudo se descarrilan debido a malentendidos, porque las charlas que deberían haber, no se dan. Por lo tanto, las herramientas de comunicación pueden facilitar las conversaciones que nos ayudan a resolver el desafío que al que nos enfrentamos para asegurarnos de que todos estén actualizados. Seamos realistas, liderar (o ser parte de) un equipo exitoso es algo exigente, es importante poder tener discusiones rápidas y fáciles para proporcionar aclaraciones y dirección. Tener la información correcta es crucial, por supuesto, pero tenerla en el momento adecuado es ideal, y estas herramientas existen para ayudarte a hacer las cosas, a través de una comunicación clara y oportuna con el equipo.
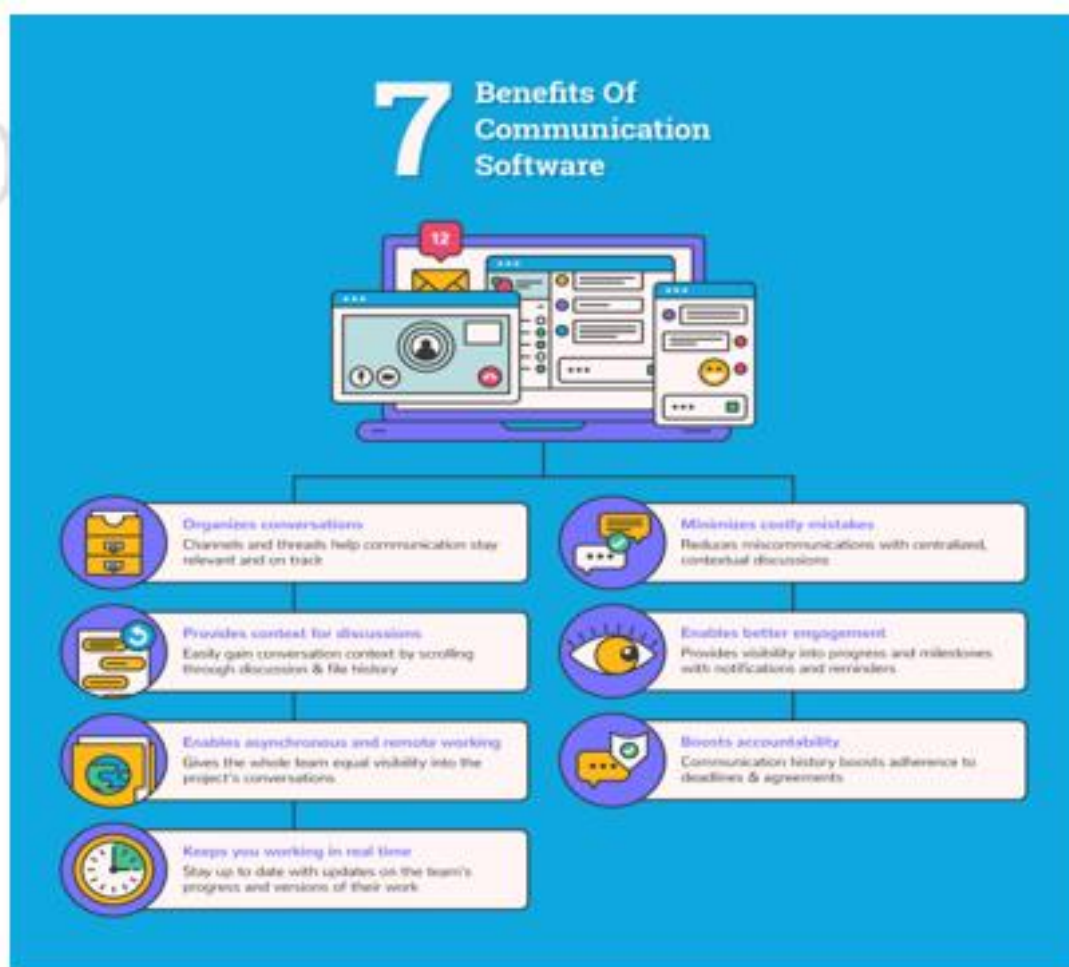

Imagen 1 Herramientas para aumentar eficiencia.

Imagen 2 Beneficios de Herramientas de Comunicación.

© Aston, B. (21/01/20). https://thedigitalprojectmanager.com/es/mejores-herramientas-comunicacion/

Hoy en día, muchas aplicaciones de comunicación son económicas (o gratuitas). Son muy necesarias para agencias, estudios y nuevas empresas que necesitan coordinar los esfuerzos de proyectos que se desarrollan rápido realizados por equipos distribuidos. De hecho, muchas empresas jóvenes dependen en gran medida de aplicaciones diseñadas específicamente para comunicación online en el trabajo hasta que están listas para escalar hacia un software de gestión de proyectos más completo.

¿Qué Son Las Herramientas De Comunicación En Equipo? (Y Cómo Pueden Ayudarte)

Las herramientas de comunicación son aplicaciones que actúan como una sala de reuniones virtual para los miembros del equipo. Ayudan al equipo a charlar, intercambiar datos vitales del proyecto, actualizar a otros sobre el progreso, compartir archivos y crear trabajo en forma colaborativa. Hoy en día, estar online y conectarse con cada miembro del equipo no es un lujo, sino un estándar, y uno muy bueno.

Imagen 3 Las 10 Mejores Herramientas de Comunicación.

1. **monday.com** *– best communication tool for project management*

   monday.com is an intuitive platform where teams can track processes and workflows, communicate within and across teams, and bring all of their tools together under one system. Its simplistic design and flexible features mean teams can get started in minutes. Teams can communicate easily by mentioning one another on updates and host conversations in context around certain projects or tasks. Sharing files is easy with Google Drive and Dropbox integrations and continuing the conversation on other platforms is made simple with Zoom and Slack integrations.

   monday.com acts as a central place for teams to track projects, manage time, build and share reports, send messages, and easily understand and improve their workflow. monday.com

has over 40 integrations including Google Calendar, Jira, GitHub, Trello, Zendesk, Typeform, and many more that are accessible via Zapier. monday.com allows teams to collaborate and communicate from everywhere—ensuring transparency and real-time updates.

2. Blink – *Best communication tool for deskless employees*

Blink is a communication tool for the unique needs of deskless workers, who, until now, didn't have the same quality technology as their colleagues in HQ. In just one app, it includes workplace messaging, a social media style company Feed for top-down communications, directory, cloud storage, workplace analytics, polls, and more.

Blink is built around the concept of workplace messaging as the central functionality so peer-to-peer direct messaging, group Chats, and top-down communications via the company Feed, all play an important role. Moderators and admins who post in the company Feed also have the option of turning on and off push notification for each post depending on importance. Blink also features polls, powerful integrations, and digital forms for reporting. Analytics for admins features prominently through the app: post by post analytics, Org-wide and Team analytics within the Admin Portal, and Hub analytics that measures interactions and adoption within the document storage and reporting section of the app.

Blink is a straight-out-of-the box Saas communication software; no technical knowledge is necessary to get started and to invite colleagues to the platform. Its user-friendly, brandable interface is designed with familiar social media style features (think emojis and like buttons) that encourages engagement from employees—even less tech-savvy ones. You can use existing integrations with 3rd party systems such as Jira, Trello, Office 365 and G-suite or build new integrations to your existing systems using Blink's public APIs. Blink supports Android, iOS, Windows, and Mac, and you can access Blink via your browser.

3. TeamGantt – *best external communication tool*

TeamGantt is an online project management solution that works right in your browser, making it compatible with any OS. Users can plan and manage projects using Gantt charts and invite co-workers, teammates, and friends to view and collaborate on your work. Users can see every project update and document on a single page and quickly share them with both internal and external stakeholders, making communication efficient and reliable.

TeamGantt's project management software lets you keep all of your tasks, documents, conversations, and team availability in one place. You can also connect documents and conversations directly to the associated task or milestone.

TeamGantt integrates with Slack, Trello, Basecamp, Google Calendar, iCal, and Outlook. Or, build a custom integration using TeamGantt's public RESTful API.

4. ProWorkflow – *best for email and project communication integration*

ProWorkflow was designed as a project management and communication solution. An internal messaging system connects users to one another as well as external clients. Make messages public or private, according to need, and facilitate workflow by attaching images and files. Incorporated, as well, is a WYSIWYG editor. This tool also supplies comprehensive messaging features that are integrated with your existing email. Recipients can reply to the message from their email client and replies are added to the project discussion.

The ProWorkflow mobile app works with a touchscreen smartphone or tablet and offers core features like message notification alerts, shared notes, internal project requests, and free client & contractor access.

ProWorkflow integrates with tools like Xero, Quickbooks, KashFlow, FreshBooks, MYOB AccountRight, Box Storage, DropBox, Google Drive, Microsoft OneDrive, and hundreds more through Zapier.

5. Teamwork – *best marketing communication tool*

Teamwork has all the project management functions you would expect plus features keyed-in to communication needs, like Teamwork Chat, a centralized work board, templates for project consistency, and user capacity check-ins.

Teamwork Projects excels in levels of collaboration that any marketing team will find useful, like task-specific communication channels, social media content channels, real-time activity logs, and "notebooks" for additional data compilation.

Integrations include Gmail, HubSpot, Slack, Float, Numerics, Automate.io, timeBro, Userback, Easy Insight, Integromat, Chatify, PieSync, and hundreds more through Zapier. The user interface can be intimidating compared to alternatives, which may be difficult if you need to onboard a variety of external clients. Additional graphics or more digestible data on the dashboard, for example, would be welcome. This lost them a few points in the UX category of the review.

6. Nutcache – *best for internal team communications*

Nutcache is a project management tool with a suite of communication and collaboration tools built into daily workflow processes. Use the Gantt chart to plan, track, and organize visually your tasks with easy drag-drop-and-click editing techniques. Nutcache offers tools to prioritize and focus on critical tasks: build custom workflows and attach multiple assignees to a task, break down each phase of your project, make adjustments to reschedule your tasks, and visualize project deadlines.

Integrations include Dynacom Accounting, PayPal, 2Checkout, Stripe, Authorized.Net, QuickBooks Online, Google Sign In, Google Drive, GitHub, Slack, and hundreds of other apps through Zapier.

7. Pastel – *best communication tool for website and UX design*

Pastel is a communication tool specifically made for website design and feedback. Type in a website URL and share a link with anyone to invite them to comment on elements of the website. Every comment is pinned to a specific element and records information like screen resolution and browser type to solve UX/UI issues faster. You can toggle between commenting and browsing to navigate your website projects and take note of all suggestions and feedback. Make any changes to your website and Pastel will pull in the latest version to keep everyone in the loop—this is a pretty cool feature.

In addition, to live websites, you can upload wireframes and mockups to get fast design feedback from your clients and teammates. You can also make your conversations more actionable by exporting comments, screen size, browser type, and screenshots to enrich each task. Pastel integrations include export options for Trello, Asana, Monday, Jira, as well as additional export possibilities to a webhook or Zapier.

8. Gain – *best communication tool for social media content*

Gain is designed to bring content producers and their clients together. Seamless communication with excellent feedback loops and collaboration prompts allow product approvals to move faster, so no notes are missed.

With this tool, you can share your content with your clients no matter what program it was built in originally. Whether it's a JPEG, PDF, Photoshop file, PowerPoint, or even a Google spreadsheet, Gain will create previews for your approvers and team members to review and collaborate on.

Communication in this tool is easy: share feedback, tag team members, assign tasks and keep a complete record of every activity as you track progress.

Gain integrates easily with Canva. No additional integrations are noted.

9. Hive – *best communication tool for completing project work*

Hive is a robust tool for project management, collaboration, and flexible task coordination. It lets users organize projects in a Gantt chart, Kanban board, table, or calendar, and also easily switch between each layout, depending on the communication style they prefer. Updates are reflected across all project views so the whole team is informed no matter what option they use.

Hive enables users to easily collaborate by sending messages directly to individuals or groups. Need to share a document? Upload it directly to a task, project, or message. Hive's Forms feature eliminates constant emails and collects all necessary information through simple fill-in-the-blanks.

It's worth noting that if you're switching to Hive from another tool, you can import tasks from tools including Asana, Trello, Basecamp, Smartsheet, and a few others. Hive integrates with Google Drive, Salesforce, Jira, Dropbox, Slack, Zoom, One Drive, Box, and more than one thousand other tools through Zapier.

10. Ryver – *best communication tool for remote teams*

Ryver is more of a hybrid tool, supplying both communication and task management features. On top of its communication arsenal, Ryver offers task management features like task boards, file sharing, task checklists, etc.
Ryver supports video and audio conferencing, group, private and guest messaging systems, and screen-to-screen sharing. Ryver's streamlined threading of communication data is top-notch, but the push notification system might require a third-party app to work flawlessly, depending on how you'll be using it.

Ryver integrates with a whole bunch of popular apps, including Jira, Trello, Google Docs, SalesForce, GitHub, Asana, Dropbox, Google Drive, and OneDrive.

Tabla 1 Primer Resumen de mejores Herramientas de Comunicación.

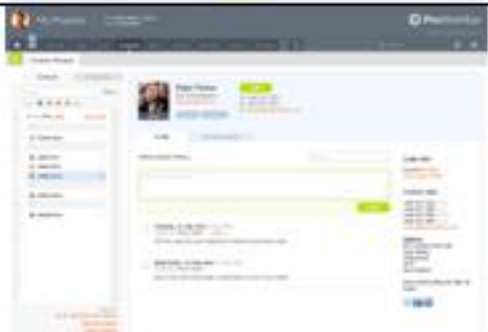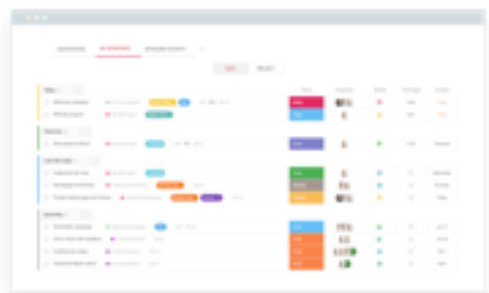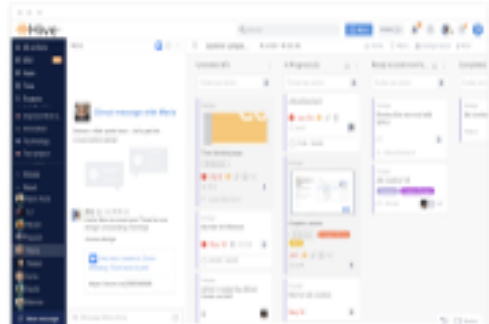| monday.com | best communication tool for project management | |
Blink	Best communication tool for deskless employees	
TeamGantt	best external communication tool	
ProWorkflow	best for email and project communication integration	
Teamwork	best marketing communication tool	

Tabla 2 Segundo Resumen de mejores Herramientas de Comunicación.

Nutcache	*best for internal team communications*	
Pastel	*best communication tool for website and UX design*	
Gain	*best communication tool for social media content*	
Hive	*best communication tool for completing project work*	
Ryver	*best communication tool for remote teams*	

ÍNDICE