

Communication Tools

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Tools to help communicate in teams

- Live communication platforms for teams
- Scheduling tools
- Tools for tracking & assigning responsibilities
- Tools for managing and communicating projects (GitHub)
- Tools for passing on and distributing images, videos & media
- A location to collaborate on documents and other files and stores references to important data

TIP: Keep you share cloud storage organised and well named!

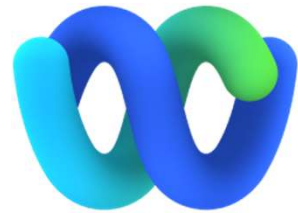


Communication techniques

Important to monitor communication techniques, especially conducting it offsite/remotely:

- Right message & tone – ensure you hold meetings and discussions with the right message and tone
- Context of message – consider surrounding events & reduce narrative to get message across, as can get lost remotely
- Timing is everything – virtual meetings need to be more concise as they are more abstract
- Absence of body language – remember to be clear, as body language is missing!





webex
by **CISCO**



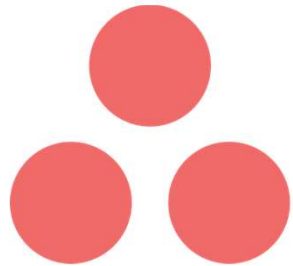
slack



DISCORD



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