

## Lesson Plan

**Module: Integrated smart workplace**

**Learning Unit: Save time with smart collaboration tools**

<p><b>Desired Core professional goal</b></p> <p>Learners will be able to</p> <ul style="list-style-type: none"> <li>– choose the most suitable smart collaboration tools for their businesses</li> <li>– train their staff in adopting these tools effectively.</li> </ul>	<p><b>Benchmark</b></p> <p>Cloud computing</p>
<p><b>Level</b></p> <p>Standard</p>	<p><b>Framework</b></p> <p>Empower</p>
<p><b>Professional micro-learning outcomes</b></p> <p>Learners will</p> <ul style="list-style-type: none"> <li>– identify the specific collaboration needs and challenges within their businesses.</li> <li>– evaluate and compare different smart collaboration tools available in the market.</li> <li>– select the most appropriate smart collaboration tools that align with their business needs.</li> <li>– develop a training plan to overcome staff's tech fear and ensure successful adoption of the chosen tools.</li> </ul>	
<p><b>Micro-learning activities</b></p> <p>Learners will</p> <ol style="list-style-type: none"> <li>1. watch the Standard level: Standard level: Module 4: Empower: Save time with smart collaboration tools <a href="https://youtu.be/P4z_6Z2px7U">https://youtu.be/P4z_6Z2px7U</a> (3:28)</li> <li>2. do the following activity: <p><b>Choosing the right smart collaboration tools for your business.</b></p> <p>Micro and SME owners constantly face the challenge of managing time effectively. Introducing smart collaboration tools can make a significant</p> </li> </ol>	

difference. These tools, specifically designed for businesses, offer cost-effective, scalable, and secure solutions to streamline operations and enhance productivity.

Choosing the right tool, however, requires careful consideration. It's essential to evaluate factors such as cost, scalability, security, and user-friendliness. A tool might be low-cost, but if it doesn't scale with business growth, it might not be the best choice. Similarly, a tool might offer advanced features, but if it's not user-friendly, staff might struggle to use it, reducing its effectiveness.

Reflect on the collaboration needs and challenges within your business. What are some areas where improved collaboration could benefit your organization? The [Assessment Questionnaire/Checklist: Identifying Collaboration Needs and Challenges](#) will facilitate this process for you.

Discuss with your team or other learners sharing the same needs and challenges and exchange feedback. You may introduce yourself to the course forum and make a team with other learners sharing the same interests and professional sector. We highly recommend working collaboratively throughout the course.

Then search the web for different smart collaboration tools available in the market and use the [Checklist for Evaluating Smart Collaboration Tools for Micro and SME Owners](#) to help you effectively evaluate and compare different smart collaboration tools in order to take an informed decision for the best fit for your business needs. These [Examples of smart collaboration tools](#) may facilitate your research.

You may listen to the Podcast: Factors to consider when choosing smart collaboration tools: <https://youtu.be/Y383sTfzWEA> (2:18) and the Podcast: Tips for choosing the right collaboration tools for your business <https://youtu.be/6DyDyo8JO0U> (1:54) for further assistance and insight.

3. have an option to do the following activity:

**Implementing strategies to address staff's tech fear for successful adoption of the chosen collaboration tool in your business**

Once you have chosen a tool, it is important to provide training sessions to familiarize your staff with the tool's features and functionalities.

Consider implementing strategies to train your staff on your chosen smart collaboration tool addressing staff's potential tech apprehension.

It's important to address these concerns to ensure successful adoption of your chosen tool. Developing a training plan which addresses your staff's tech fear will ensure successful adoption. This will help improve communication, streamline workflows, and enhance productivity among your team members.

Follow the [Guidelines for developing your training plan for your staff](#) to help you create your training sessions. Check out these [Tips to help you](#)

[train your staff to use collaboration tools effectively](#) as well as these [Common mistakes to avoid when training staff on collaboration tools](#) and the [Best practices for creating a training program on collaboration tools](#) for more resources and insight.

Finally use this [Self-assessment checklist for your training plan](#) to evaluate the effectiveness of your training plan and these [KPIs to measure the effectiveness of your staff's training on collaboration tools](#).

You may do this activity either individually or collaboratively with your team or other learners exchanging feedback for collaborative and mutual improvement in low scores using our course forum our chatroom. You may introduce yourself to the course forum and make a team with other learners sharing the same interests and professional sector. We highly recommend working collaboratively throughout the course.

4. have an option to see more resources:
  - a. [Best 23 Free Visual Collaboration Platforms Picks in 2023 | G2](#): This webpage lists some free visual collaboration platforms that offer a trial version and have user reviews on G21 providing brief descriptions, entry level prices, and ratings for each platform.
  - b. [Best online collaboration tools of 2023 | TechRadar](#): This webpage reviews some of the best online collaboration software for different purposes and needs, such as communication, project management, design, and document sharing providing some tips on how to choose the right collaboration tool and explains how it tests and rates the products.
  - c. [50 Best Online Collaboration Tools in 2023 \(Free & Paid Platforms\) | ClickUp](#): : This webpage reviews some of the best online collaboration software for different purposes and needs, such as communication, project management, design, and document sharing providing some tips on how to choose the right collaboration tool and explains how it tests and rates the products.
  - d. [Useful digital collaboration tools for tourism SMEs \(europa.eu\)](#): This webinar provides an understanding of the different types of digital collaboration tools available and how you, as an SME in the tourism sector, can utilise them. It also discusses the benefits of digital collaboration, such as better communication and coordination within a company.
  - e. [The Best Remote Team Tools for Collaboration and Productivity](#): This video introduces some of the best remote team tools for enhancing collaboration and productivity among distributed workers. It

covers tools for project management, communication, file sharing, time tracking, and feedback.