

Remote Team Collaboration & Productivity – Design Document

<i>Business Purpose</i>	NOTEable includes employees working remotely across North America, and needs its teams to collaborate effectively in virtual environments. There has been a wave of new hires, and the morale and cohesion at NOTEable is lower than it has been, as seen through employee feedback through internal surveys. This training will address the specific needs of NOTEable's remote teams, providing practical tips and strategies for successful collaboration. Surveys will go out 1 month and 2 months after this training, to gain feedback on employee satisfaction with their teams' cohesion and collaboration.
<i>Target Audience</i>	all NOTEable employees, by department/team
<i>Training Time</i>	1 hour
<i>Training Recommendation</i>	Asynchronous Virtual Instructor-Led Training (VILT) course • The employee will attend a virtual instructor-led training via Zoom • The training will cover effective communication, team-building, collaborative tools, and time management strategies for productivity • The training will include discussions and activities throughout to ensure learner engagement and understanding
<i>Deliverables</i>	• PowerPoint deck • Facilitator Guide (Word doc)
<i>Learning Objectives</i>	By the end of this training, learners will be able to: 1. Examine both the challenges and opportunities of remote collaboration 2. Identify key components of effective communication for remote teams 3. Explain the importance of team-building for remote teams 4. Choose virtual collaboration tools for use with their team 5. Discuss strategies for time management and team productivity
<i>Training Outline</i>	1. Introduction 2. Learning Objectives 3. Challenges and Opportunities of Remote Work a. Ice-Breaker Discussion (Breakout Rooms) b. Challenges i. Communication Barriers ii. Team Bonding

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	iii. Technology Hurdles c. Opportunities i. Global Talent Access ii. Flexibility & Work-Life Balance iii. Increased Productivity 4. Effective Communication in Virtual Teams a. 4 Keys to Effective Virtual Communication i. Clarity and concision ii. Regular check-ins iii. Collaborative online tools iv. Cultural sensitivity b. Breakout Room/Share Out 5. Virtual Team-Building Activities a. The Importance of Team-Building i. Cohesion ii. Enhancing collaboration and creativity iii. Supporting well-being b. Team-Building Ideas i. Slido poll; whole-group discussion 6. Utilizing Virtual Collaboration Tools

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	a. Slack, Microsoft Teams, Miro, Asana b. Tools for Which Purpose? i. Real-Time Communication ii. Workflow Management iii. Whiteboard Collaboration c. Slido Polls 7. Time Management & Productivity a. Key Components i. Clear goals and schedule ii. Breaks and boundaries iii. Reflect and adjust b. Breakout room 8. Summary/Reflection
<i>Evaluation Plan</i>	Informal evaluation will be frequent and include: • Observation of discussions through breakout rooms, whole-group discussion, and polls • Requests for reflection through chat feature throughout and at end of training

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