



## USING DIGITAL TOOLS FOR ENHANCING TEAM WORK

---

---

---

---

---

---

---

---

---

## WHAT IS TEAM?

---

---

---

---

---

---

---

---

---

## WHY TEAM?

---

---

---

---

---

---

---

---

---



Pass me  
through all your  
team members  
as fast as you  
can 😊



---

---

---

---

---

---

---

---



### DIGITAL COLLABORATION

1. What do you know about digital tools?
2. What types of digital tool do you know?
3. Usefulness of digital tools for efficient team work.

---

---

---

---

---

---

---

---



### HOW CAN ONLINE COLLABORATION HELP BUSINESS?

It has become quite common to see employees working from all over the world on a single project.

Collaborating online is used to remove the gap between employees due to far-away locations, run effective meetings online and ensure that they work together at the same time on the same page. And this will help to run projects faster and an improved communication between employees.

---

---

---

---

---

---

---

---



## GoToMeeting

GoToMeeting is an online video conferencing software that allows users to schedule meetings and share screens. It's one of the most popular video tools with millions of users.

---

---

---

---

---

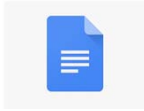
---

---

---

## Google Docs & Sheets

Google needs no introduction. Google's collaboration tools include its Docs and Sheets services, which are designed to allow teams to edit files at the same time and save all their changes automatically.



---

---

---

---

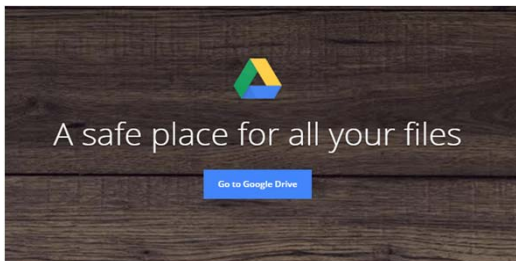
---

---

---

---

## GOOGLE DRIVE



---

---

---

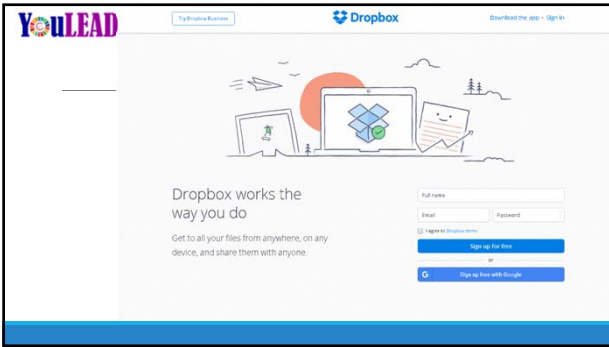
---

---

---

---

---




---



---



---



---



---



---



---

**YouLEAD**

## FILE SHARING & STORAGE

- Google drive
- Dropbox
- Box
- OneDrive
- MediaFire

---



---



---



---



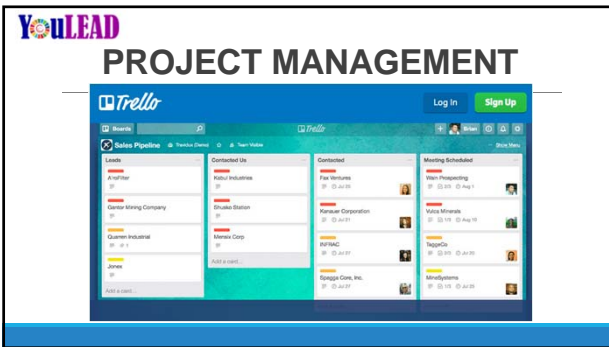
---



---



---




---



---



---



---



---



---



---

---

---

---

---

---

---

---

---



---

---

---

---

---

---

---

---

- HOW TO CHOOSE?**
- multiple features
  - ease of use
  - privacy options
  - cloud storage
  - integration and compatibility

---

---

---

---

---

---

---

---



## WHY DIGITAL COLLABORATION?

- Productive workforce
- Engaged employees
- Efficient company communications
- Successful cross-team projects
- High-impact Innovation
- Strong partner and customer community

---

---

---

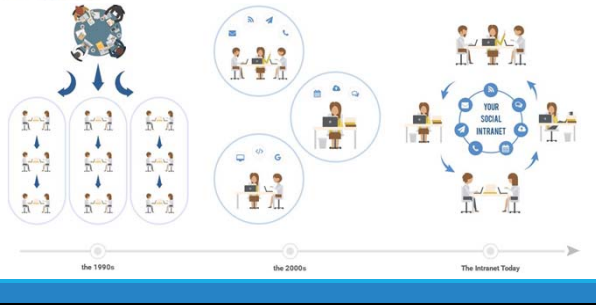
---

---

---

---

---



---

---

---

---

---

---

---

---