



# Collaboration tools in everyday business

## Communication tools and collaboration software for effective teamwork

### Seminar objective

In the seminar "Collaboration tools in everyday business", participants learn how they can work together more efficiently and productively with the help of collaboration tools. They should understand what types of collaboration tools exist, what advantages they offer and how to find the right one depending on the area of application. Furthermore, participants should be able to select the most suitable tools for their needs and implement them successfully. The aim is to improve internal collaboration, better control processes and thus increase the company's success.

### Seminar content

#### Introduction to working with collaboration tools: From idea to implementation

- Overview of different collaboration tools
- Opportunities and risks when using collaboration tools
- Choosing the right collaboration tool for the company
- What factors play a role in choosing the right collaboration tool?

#### Type of collaboration: real-time vs. asynchronous working

- Scope of application: project management vs. communication tools
- Location of collaboration: office vs. home office
- Data storage: cloud-based vs. local
- Data exchange & data sizes

#### Collaboration tools in practical use: Successful application in the company

- Integrating collaboration tools into work processes
- Dealing with difficulties and challenges when introducing collaboration tools
- Collaboration tools and data security: Secure handling of company data
- Data protection and data security when using collaboration tools

- Handling sensitive data in collaboration tools

- Cloud vs. local - what to consider

- Corporate IT security and the role of collaboration tools
- Handling sensitive data in collaboration tools

#### Collaboration tools and communication: Effective communication with team members

- Improving team interaction and communication
- Advantages, disadvantages and limitations of individual collaboration tools

#### Course ref.

AO3009

#### Participants

not more than 9 participants

#### Schedule

1. Day: 10:00 - 17:00  
2. Day: 09:00 - 16:00

#### Location & dates

##### Münster

24.10.2024 - 25.10.2024

#### Fee

1.150,00 € (ex. VAT)  
1.368,50 € (inc. VAT)



- Exchange and practical experience

### **Methodology**

Transfer tasks Exercise examples Moderated discussion Participant and trainer feedback

### **Target audience**

The seminar "Collaboration tools in everyday business" is aimed at specialists and managers from companies in all sectors who want to make their collaboration more efficient and productive. No previous knowledge is required.



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