

COMMUNICATION AND COLLABORATION ON THE WEB

At the end of the course, participants should have the necessary knowledge and skills in communicating and collaborating using various Web tools in their daily work.

Who will benefit

This course is specially designed for personnel who need to learn effective communication and collaboration tools available on the Internet.

Take The Next Step

Day one

1. Communication and Collaboration using Web Technology

- ▶ Meeting Business Goals in Real Time
- ▶ Managing Staff, Customers, Partners and Suppliers Effectively
- ▶ Improve Team Work Across Distance
- ▶ Improve Outcomes for E-Learners

0900-1030

Morning tea break

1030-1045

2. Knowing Available Tools

- ▶ Sending Mail: Webmail vs. Client Mail
- ▶ Messaging using instant messaging
- ▶ Blogs for business
- ▶ Online collaboration tools

1045-1300

Lunch

1300-1400

3. Communicating and Collaborating and Ethical Issues

- ▶ The Ethical Issues Involved
- ▶ Do's and Don'ts in Communication via the Web

1400-1530

Afternoon tea break

1530-1545

- ▶ Spammers: Pros and Cons
- ▶ Limitations in Using Communication and Collaboration Technology
- ▶ Q & A section

1545-1700

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