



# **KOMPAS Using Tools and Technology in a Virtual Team Study Guide**

## **How to Use This Study Guide**

The Study Guide for this course is designed to help you take notes as you're taking the online course "Using Tools and Technology in a Virtual Team". It is organized in sections that mirror the elements of the course, with plenty of room to make notes and capture your learning.

The use of the Study Guide is optional. Research shows that different people learn differently, and for many, the act of writing something down as you are learning helps to solidify the information in your brain. If you find the Study Guide helpful, use it. If not, feel free to omit it from your learning process.

## **Course Overview – Using Tools and Technology in a Virtual Team**

Technology is a core component of life as a virtual worker. There are certain indispensable tools that make it possible for you to work remotely as part of a team and you must understand how to make them work for you. Some tools might be familiar from your everyday life while others might be brand new and a little daunting.

In this course, we will look at some of the essential tools and technologies that you will need in your role as a virtual worker, how to get used to the new tools, set them up for use, why it is important to establish boundaries with technology, and how to go about solving some of the problems that you might encounter along the way.

## **Learning Objectives – Using Tools and Technology in a Virtual Team**

By the end of this course, you will understand the following:

- Which kinds of technology you will need to use as a virtual worker
- How to get started with learning and setting up the tools you need
- What kind of boundaries with technology can support your productivity
- How to tackle challenges you might encounter with your tools



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## **Essential Technology for Virtual Work**

### **Laptop or Desktop Computer with Webcam and Microphone**

### **Online Meeting Software and Applications**

### **Cloud-based Collaboration and File Storage**



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## **Multi-channel Communication Tools**

## **Video Notes**

## **Exercise**



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## **Calendar, Scheduling and Project Management Tools**

## **Get Set Up for Success**

## **Troubleshooting Technology and Tools**



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## **Healthy Boundaries with Technology**

## **Journaling Activity - Healthy Boundaries with Technology**

### **Discussion Questions**

Discussion questions are used by workgroups who are taking courses concurrently and want to engage in a conversation about the course content. The use of discussion questions is optional.

1. What are the top 3 most indispensable tools that you use in your remote working?
2. Which tools are you most challenged by and what is challenging about them?
3. Which communication channels do you prefer using with your team and why?
4. How do you feel supported to work with technology as a virtual worker?