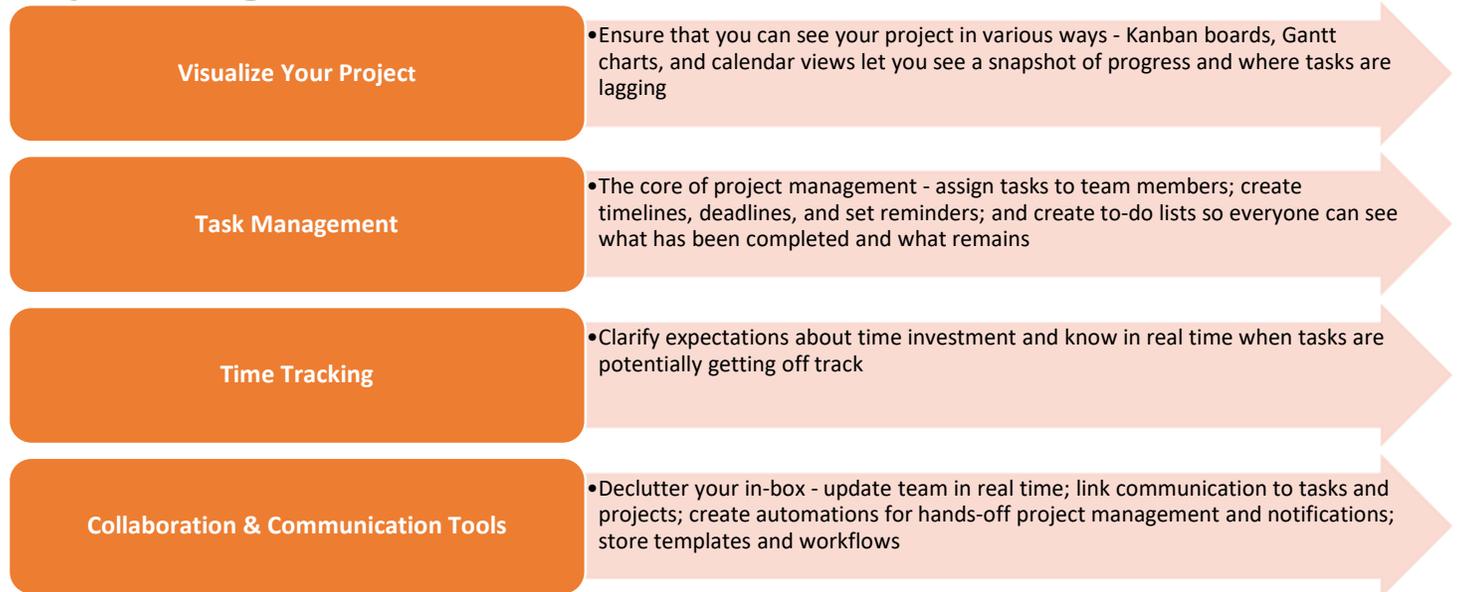


# Techtastic Teams!

## Using Tech Tools to Increase Collaboration & Communication

### Project Management Must Haves!



### Project Management Tools

<b>Asana</b> <ul style="list-style-type: none"><li>•Project overviews and task breakdowns</li><li>•Team can customize project map views</li><li>•Create forms within platform</li></ul>	<b>Monday.com</b> <ul style="list-style-type: none"><li>•Customizable dashboards</li><li>•Zoom integration</li><li>•Easy in-platform communication</li></ul>	<b>Smartsheet</b> <ul style="list-style-type: none"><li>•Integrates with existing tech</li><li>•Customizable and flexible</li><li>•Secure permission controls</li></ul>
<b>Trello</b> <ul style="list-style-type: none"><li>•Simple to use</li><li>•Built-in templates</li><li>•Fun images</li><li>•Quick access on mobile device</li></ul>	<b>Wrike</b> <ul style="list-style-type: none"><li>•Easy to use and implement</li><li>•Customizable</li><li>•Create goals and set priorities</li></ul>	<b>Zoho Projects</b> <ul style="list-style-type: none"><li>•Milestones and tasks help organize projects</li><li>•Incorporates timesheets for logging billable &amp; non-billable hours</li></ul>

### Learn the Platform

Most products have extensive YouTube tutorials. Just Google!

LinkedIn Learning: <https://www.linkedin.com/learning/>

Kevin Stravert on YouTube: <https://www.youtube.com/c/KevinStravert>

Dummies Guides: <https://www.dummies.com/>



# **TECHTASTIC TEAMS!:** **Using Tech Tools to** **Increase Collaboration &** **Communication**

Katie Aldrich

Fringe Professional Development

Lynn Heron

Hogan Lovells LLP

# WHO ARE WE?



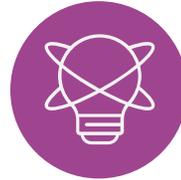
**KATIE ALDRICH**  
Director of Coaching &  
Program Strategy  
Fringe PD



**LYNN HERON**  
Senior Manager of  
Associate Recruitment  
Hogan Lovells



WHAT'S  
HAPPENING?!?



PROBLEMS  
SOLVED!



NEXT  
STEPS

# TODAY'S AGENDA

# WHAT DO WE MEAN BY HYBRID?

## HYBRID TEAMS:

Teams whose members are not limited by constraints on **location**.

Team members may or may not be limited by constraints on **time**.



# DISPARATE POSITIONAL IMPACT

## LEADERS & MANAGERS

Days are longer but they are more satisfied than ever because connection has increased for them.



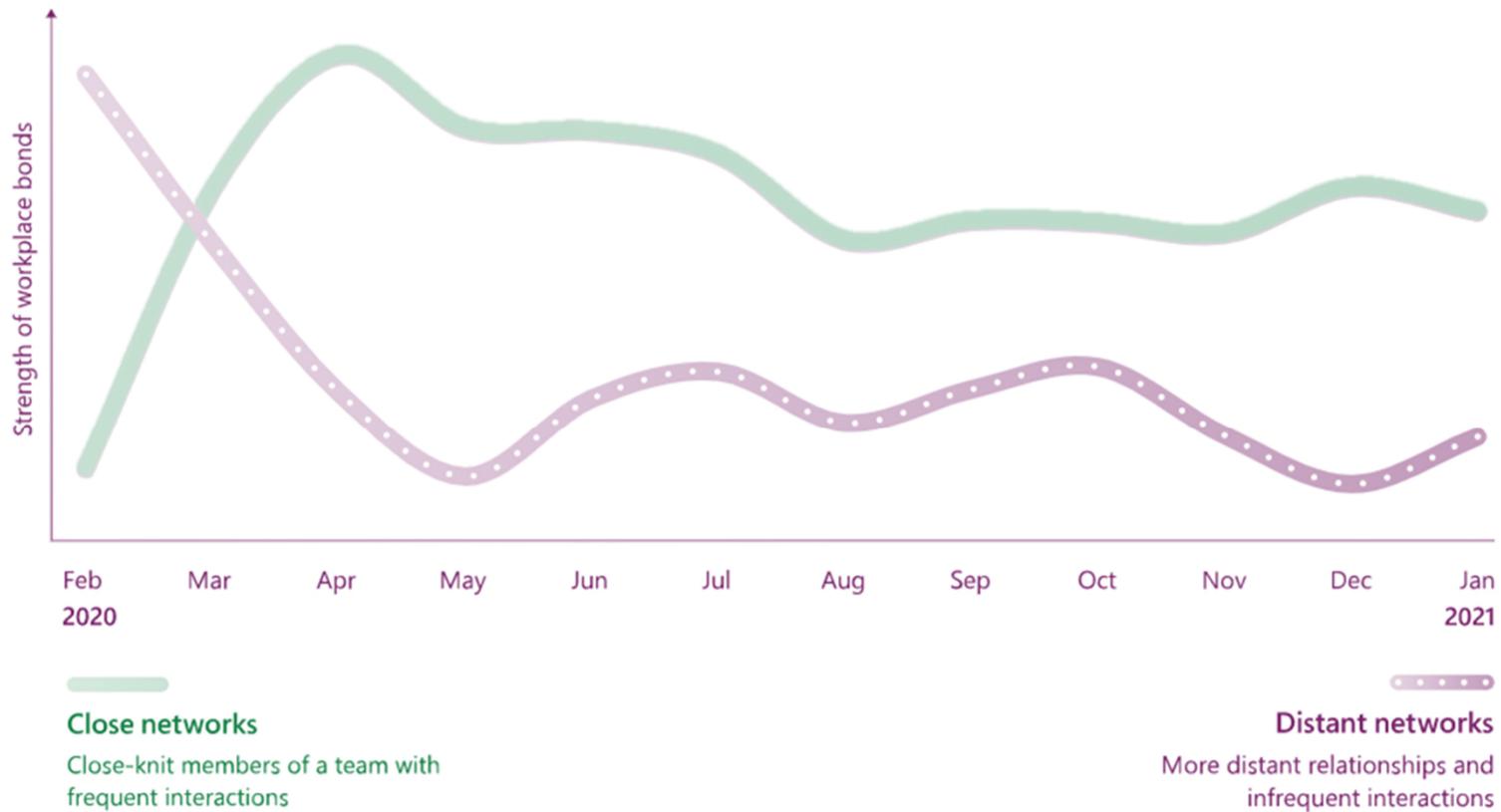
## IND CONTRIBUTORS

More alienated and less satisfied than ever. They are more productive than before but receive less appreciation.



Edelman Work Trend Index Survey

**FRINGE**  
PROFESSIONAL DEVELOPMENT



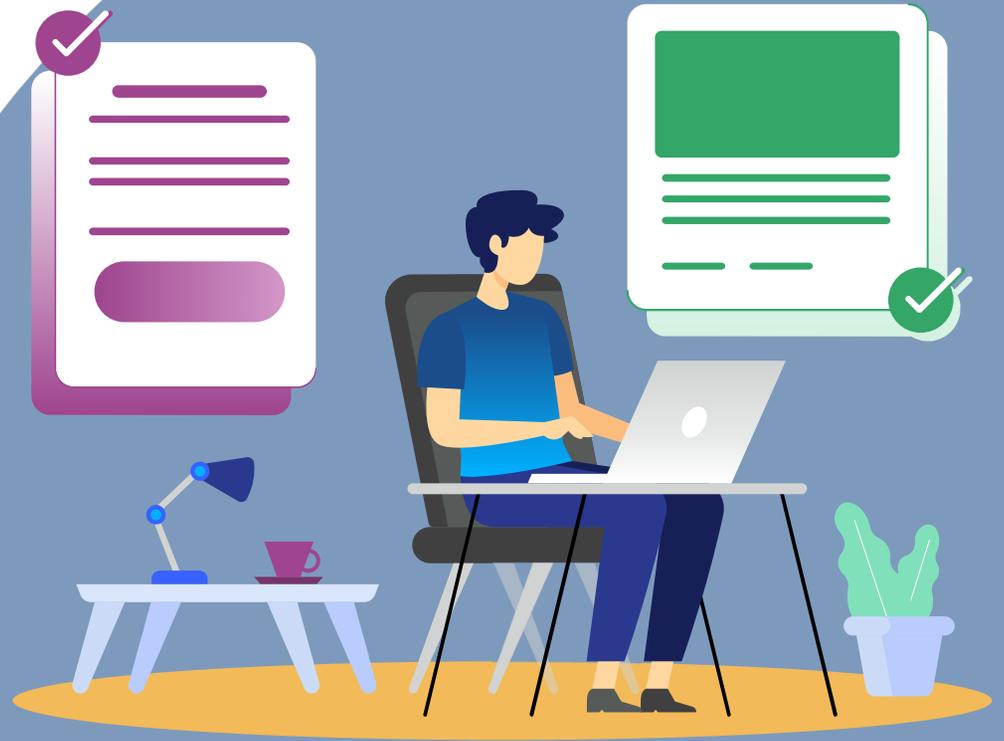
Edelman Work Trend Index Survey

# IMPACT ON SILOS

# WHAT'S GOING ON?

Share what's on your mind!

WHERE ARE YOU  
EXPERIENCING FRICTION IN  
COLLABORATION &  
COMMUNICATION?



01

Project Management: Collaborating within and across teams

02

Effective Meetings: Increasing productivity and connection

03

Professional Development: Continuing to develop skills and competencies

# THREE PROBLEM AREAS

Where technology can help!





# PROJECT MANAGEMENT

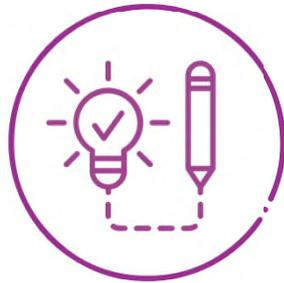
Collaborating Within & Across Teams

# KEY CONSIDERATIONS FOR PM

Can We All Get on the Same Page?



Access & Skills



Clear  
Objectives &  
Deadlines



Specific Tasks &  
Assignments



Collaboration  
Within Platform

# MS TEAMS FOR PROJECT MANAGEMENT



## ACCESS & SKILLS

- User guidance for any learning style can be found quickly by doing a Google search or through the product
- Links to guides can be embedded into a “General” tab



## CLEAR OBJECTIVES & DEADLINES

- Channels have a Wiki tab – Customizable to provide instruction to the team
- Built in tools for managing project timelines



## SPECIFIC TASKS & ASSIGNMENTS

- Projects can be broken down by task and assigned to team members
- Embed documents and resources into the task to guide the team
- Completion stage can be viewed by anyone



## COLLABORATION

- Documents can be edited and commented on by multiple users simultaneously
- Team members can post a conversation to the entire team and include images
- Private chat one-on-one or with a group – respond in real time or later
- Ad hoc meetings can be started in the platform

# Example - Completing the NALP Employer Directory

**Special Projects** Posts Files Wiki Presentations, Process... NALP Form Submissi... + Meet

Group by Bucket Filter List Board Charts Schedule

- Gather Information Needed**
  - + Add task
  - Log In Info
    - <https://employers.nalpdirectory.org/emplo...>
    - Employer ID: TCZQLPG
    - Password: hogan1
  - Send Worksheets to Admin Groups & Collect Responses
    - Demographics & Practice Area Data (HRIS tea
    - Benefits & Wellbeing (Benefits team)
    - Partnerships & Advancement (Talent team)
    - Hours & Work Arrangements (Talent team)
    - Pro Bono & Public Interest (Pro Bono team)
    - Professional Development (Talent team)
    - Alumni (Alumni Manager)
    - Diversity & Inclusion (D&I Team)
  - 04/23/2020 0/8
  - Former member
  - Green
  - Send Worksheets to Recruiting Contacts & Collect
    - Boston
    - Baltimore
    - Colorado & Minneapolis
    - Houston
    - Los Angeles
  - 04/29/2020 6/11
  - Ballew, Heather L.
- Enter Information into Database**
  - + Add task
  - Baltimore Office
    - Practice Areas
    - Basic Information
    - Lawyer Demographics
    - Comp & Benefits - Benefits
    - Partnership & Advancement
    - Recruitment & Hiring
    - Hours & Work Arrangements
    - Pro Bono & Public Interest
    - Diversity & Inclusion
    - Professional Development
  - 04/28/2020 0/12
  - Former member
  - Completed tasks 13
  - ✓ Boston Office
    - 04/28/2020 12/12
    - Completed by Former member o...
  - ✓ Houston Office
    - Enter information on the completed worksheets. Lynn will complete remaining questions.
    - 04/28/2020 12/12
    - Completed by Ballew, Heather L. ...
  - ✓ Los Angeles Office
    - Enter information on the completed worksheets. Lynn will complete remaining questions.
- Review Forms**
  - + Add task
  - All US Form Reviewed
    - Lynn Review
    - Irena Review
  - 05/01/2020 0/2
  - Completed tasks 12
  - ✓ Baltimore Form Reviewed
    - 0/2
    - Completed by Herron, Lynn A. on...
  - ✓ Boston Form Reviewed
    - 0/2
    - Completed by Herron, Lynn A. on...
  - ✓ Denver/C. Springs/Minn Form Reviewed
    - Completed by Herron, Lynn A. on...
  - ✓ Houston Form Reviewed
    - Completed by Herron, Lynn A. on...
  - ✓ LA Form Reviewed
    - Completed by Herron, Lynn A. on...
  - ✓ Miami Form Reviewed
- Submit Forms**
  - + Add task
  - Finalize & Submit forms
    - 05/04/2020 0/13
    - Herron, Lynn A.
- Add new bucket**



# EFFECTIVE MEETINGS

Increasing Productivity & Connection

# MANAGING HYBRID MEETINGS

## PLACEMENT

Everyone on the same page.

## PERMISSION

Agreement for procedures.

## ENGAGEMENT

Specific and personal narration.



# GET THE VIBE RIGHT

Match the platform to the mood!



**LEVEL OF  
CONNECTION**



**LEARNING  
STYLES**



**TAKEAWAYS &  
NEXT STEPS**



# PROFESSIONAL DEVELOPMENT

Continuing to Grow Skills & Competencies

Post articles, videos, links in shared spaces and have team members to share highlights they learned

Embed recorded trainings and programs from zoom in shared spaces

Encourage team to look for new ways to work, facilitate programs, and share their ideas and newly found skills

Create “open office hours” where the team “expert” on a subject hosts and others can join to ask questions or work collaboratively

Set aside a time for team Q&A in a chat where people can ask questions, and anyone can answer

Encourage opportunities for failure in learning new skills

Celebrate achievements large and small in regular meetings, one-on-one and in groups

Attend trainings together

# COLLABORATIVE GROWTH



## **INVENTORY AVAILABLE TOOLS & SYSTEMS**

What do you have access to? What could you get access to?



## **MATCH PROJECTS TO PLATFORMS**

How can you use these tools to minimize friction?



## **GATHER FEEDBACK & ADAPT**

How will you know whether tech is helping or adding to friction? How can you make this an expected part of the process?

# **WHAT'S NEXT FOR YOUR TEAM & YOUR TECH?**



# QUESTIONS



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