

Digital collaboration tools recommendations

“The benefits of a flexible workforce can be compromised when remote team members feel isolated or need more information about the company's objectives in the absence of a fluid exchange of information.



Introduction

Workplace technologies are essential to enable employees to interact and work together regardless of their location, from tracking project progress to real-time interactions and digital brainstorming solutions. It is important to know the basic set of tools that every hybrid team should have, as well as which ones are specific for collaboration and how to choose the right ones for each hybrid team.

This guide is for virtual collaboration and provides essential resources for managing a workforce in a hybrid working mode.

Understanding the issue

- 1** What are the risks of a lack of virtual collaboration in a hybrid work team?
- 2** How can we mitigate these risks?
- 3** What is the role of Managers and Human Resources?

What are the risks of a lack of virtual collaboration in a hybrid work team?



Difficult communication

In the hybrid working model, communication is a fundamental pillar for any successful business. However, different geographic locations and flexible working hours can lead to conflicts and weaken collaboration if not managed with the right tools.

Online scheduling

Before planning any virtual meetings or starting work on a project, employees need to know who is working where. However, it is sometimes difficult to plan and coordinate their work, leading to problems such as delays and uncoordinated time to log on at times that suit everyone involved. To solve this, full visibility of when and where employees are available, remotely or at the office, is essential for scheduling meetings, assigning tasks, and managing project deadlines.

Isolation and ineffectiveness of work teams

The benefits of a flexible workforce can be compromised when remote team members feel isolated or need more information about the company's objectives in the absence of a fluid exchange of information.

How can we mitigate these risks ?

Establish communication channels adapted to the needs of each work team



Appropriate channels or tools, such as platforms, allow for a smooth exchange of information, ensure that all employees are informed, and promote a sense of inclusion for everyone in the work team. One useful tool is, as for instance, Desk Bird (<https://www.deskbird.com>)

Centralise tasks, documents, and any resources relevant to a project



Streamlining workflows, facilitating the tracking of deadlines, and enabling the efficient allocation of resources are some of the main needs. Using a project management tool helps to mitigate the risk of information silos, and ensures that all team members, regardless of location, have real-time access to project updates, deadlines, and resources. Some tools include Google docs, LucidChart, WebWhiteboard or Figma.

Encourage real-time collaboration



Through a cloud-based document-sharing platform, which provides a centralised repository of files, and allows team members to access, edit, and manage documents, updates are instantly visible to everyone, eliminating time and geographic barriers. By streamlining communication and ensuring version control, the platform mitigates the risks of information silos and data discrepancies. Tools such as HubSpot, Click up, and Monday is very useful.

What is the role of Managers and Human Ressources

Managers



- Build a digital work environment aligned to the needs of hybrid teams
- Create bespoke hybrid working policies and guidelines

Human ressources



- Regularly train team members to use the various collaborative tools
- Include a presentation of the different tools in the onboarding process so that every new employee is aware of how they work and their appropriate use

Conclusion

Digital collaborative tools have transformed the way people work in hybrid work teams, facilitating accessibility, teamwork, and real-time work, as well as communication, project management, and content creation in an efficient, and organised way to improve productivity. However, it is important to train every employee about their use and functionality to ensure they are used appropriately and effectively.



Further Reading

- [Remote vs. Office Teams: Top 7 Tools for Seamless Collaboration:](https://www.workstatus.io/blog/workforce-management/remote-vs-office-teams/)
- [Hybrid Team Collaboration: Challenges, Strategies, and Tools:](https://www.yarooms.com/blog/hybrid-team-collaboration)