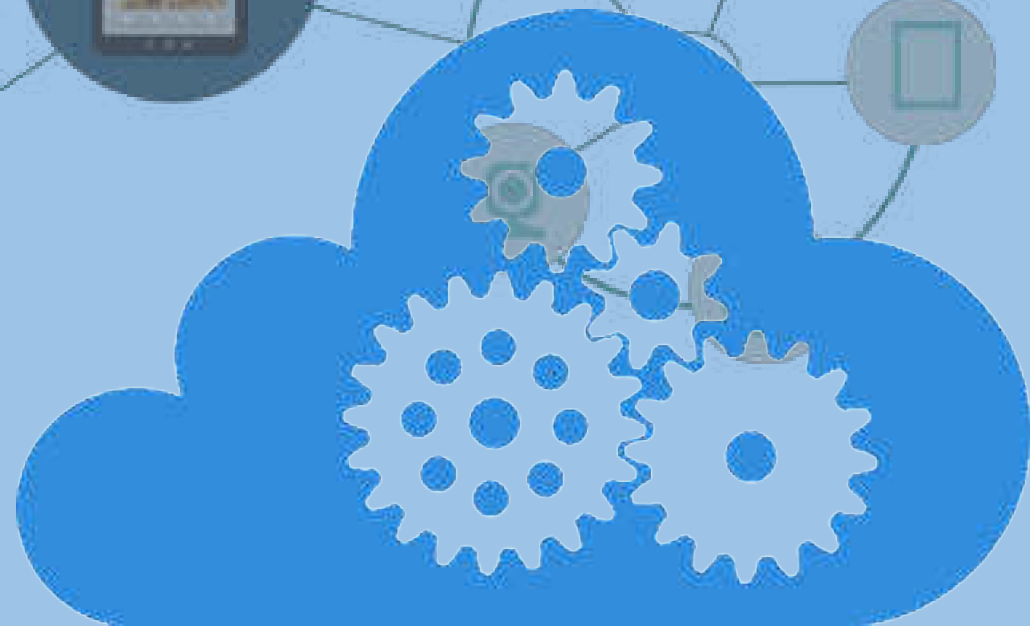
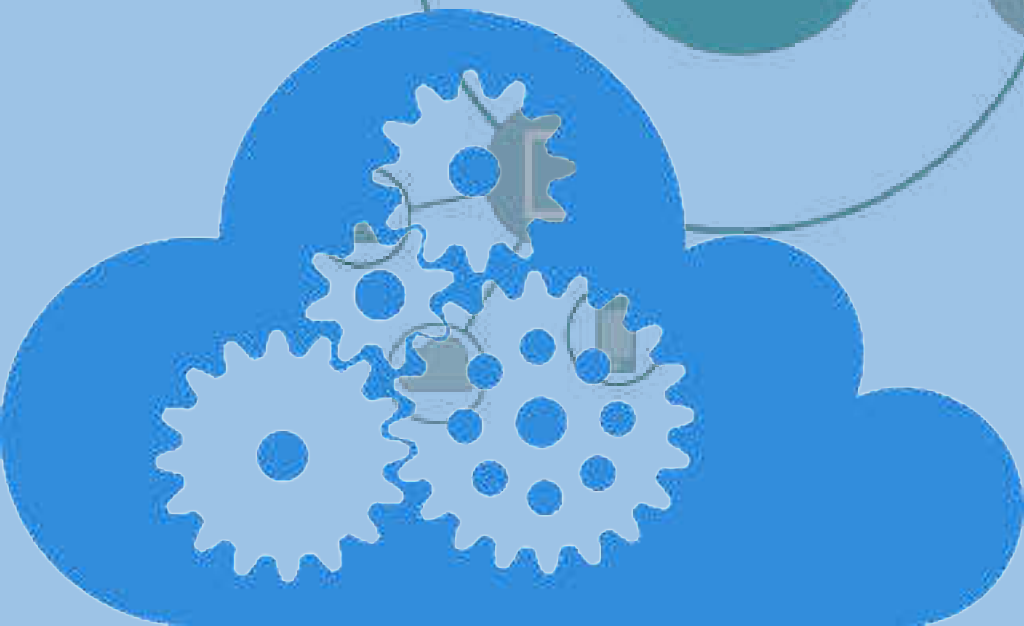


Leveraging Cloud-Based Technologies for Increased Team Productivity



Justin Denton



- Justin Denton is a Technology Innovator
 - PhD(c) – Applied Management & Decision Sciences (*Walden University*)
 - Masters, Communication & Network Management (*Keller Graduate*)
 - Bachelors – Network & Telecommunications Management (*Devry Institute of Technology*)
 - Certifications held: ITIL Foundations, MCDST, MCP, Crystal Reports & soon Lean Six Sigma Green Belt
- Developed new Technologies at IBM which were deployed to millions of new IBM machines between 2002 to 2011.
- Was the Faculty Lead and acting Dean for the School of Technology at Rasmussen College.
- Currently the Director of The Personal Support Center @ Collegis Education which manages support for 40 Colleges & Universities across the globe.
- Co-Founder of LibChalk – An organization focused on interweaving principles/technologies of higher education into the Library industry. (www.libchalk.com)
- Justin's passions are new technologies, education, business process development, and accelerating the growth of individuals through custom tailoring learning technologies.

Want to see more? Visit:

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Leveraging Cloud Based Technologies for Increased Team Productivity

Do you commonly find yourself working different shifts, in different locations or just wanting to check into work while your own vacation?

If you're at this level of juggling then this is the webinar for you. We will discuss how to utilize cloud based technologies such as One-Note, Google Docs, Google Apps, and other Media and Sharing Collaboration sites in a way to increase your and your team's overall productivity.

We will also discuss how to manage cross team collaboration, keep things organized and how to ensure accountability to the various simultaneous changes that will occur when using cloud technologies.

Agenda

- Tools
- Increase productivity
- Cross-team collaboration
- Keeping it organized
- Getting people on-board
- Integrations



The background is a solid light blue color. It features several white line-art icons: gears of various sizes, clouds, and circuit-like lines with arrows. The main title is centered in the upper half of the image.

Who uses social media & for what?

Show of your Digital Hands..

General communication?

Talking to Friends?

News?

Work?

What is cloud (social) collaboration?

- Cloud collaboration tools are a type of enterprise collaboration that allows employees to work together on documents and other data types, which are stored off-premises and outside of the company firewall.





Tools

All the tools you'll ever need to get your Cloud efficiencies running...

Why use cloud tools?

- Rampant disorganization
- Lack of collaboration
- Overloaded inbox
- In-ability to communicate in real time
- Hard to find files
- No method of notification



The tools

Document Creation Tools:

- Google Apps
- Office 365
- Standstorm Oasis
- Framasoft
- Open365
- Zoho
- OX
- HyperOffice
- Think Free Office
- Live Documents
- Google Apps

File Sharing Tools:

- HighTail
- SugarSync
- DropCanvas
- Minus
- WeTransfer
- Dropsend
- SendSpace
- Itrnsfr
- TransferBigFiles
- SendThisFile
- OneHub
- Droplr
- CloudApp
- Egnyte
- Ge.tt
- 4shared
- MediaFire
- Box.Net
- DropBox
- Google Drive

Communication Tools:

- Azendoo
- ContriBer
- eXo Platform
- Fleep
- Jostle
- Kaleo Software
- Moxtra
- Pie
- Rocket.Chat
- Ryver
- Hall
- Google Docs
- Yammer
- Lync
- Skype
- Fuze
- Glip
- Boxtra24
- MatterMost



Anyone use cloud-based tools?

Main purposes for cloud based collaboration

- Presentations
- Project management
- Historical & searchable communication
- Document management
- File sharing
- Knowledge sharing



Categories

File Sharing

- One Drive
- Box.Net
- DropBox
- Google Drive

Presentations

- Ubiq
- Canva
- Mural.ly

Communication

- Slack
- HipChat
- Glip
- Bitrix24

Document Mgmt

- Office 365
- Google Apps

Project Mgmt

- Asana
- Trello
- Teamwork

What should I use?


- File sharing – Google Drive / DropBox
- Document management – Office 365
- Presentations – Google Hangouts
- Communication – Slack, MS Teams
- Project management – Trello

Google makes shift towards enterprise with G-Suite at Google Cloud Next 2017

Many of these applications have direct integration to Main Communication Platforms

Increase productivity



The background is a solid light blue color. It is decorated with various white line-art icons. There are several gears of different sizes scattered across the scene. Two stylized clouds are positioned on the left side. On the right side, there are circuit-like patterns consisting of lines and dots, along with several arrows pointing in different directions, suggesting movement or flow. The overall aesthetic is clean, modern, and tech-oriented.

Do you have tips for helping productivity?

How can these tools increase productivity?

- Increased collaboration
- Higher off-site productivity
- Running history of activity
- Better alternative to email
- Captures non-email users
- Social media like toolset
- Ability to integrate all your apps via a central location.



Main communication platform



Why poor document collaboration is costing
Whitehall £500m a year



Interface types



Slack

The image shows a screenshot of a Slack workspace. On the left is a dark sidebar with the workspace name "Acme Sites" and a list of channels including #api, #bugs, #cats, #features, #general (highlighted), #marketing, #mobile, #ui, #billing, #engineering, #ops, #sales, #support, and #web. Below channels are direct messages and private groups.

The main area displays the "#general" channel with 45 members. The conversation includes:

- Carl Bunting: no it's becky
- Suzie McGeuze: hey everyone, our all-hands will be starting in 10 minutes amy has some exciting updates about our engineering team hiring and JR will be covering last quarter's sales report
- Amy Grint: great
- Suzie McGeuze: thank's everyone, that was a great meeting
- Carl Bunting: record speed too
- Amy Grint: If anyone has any questions about the new additions to engineering, give me a shout!
- Carl Bunting: Question 1: Can they juggle work? I mean literally. Like paper and staplers.
- Amy Grint: I will have to get back to you on that.
- github: [InternalDocs:master] 1 new commit by Suzie McGeuze: [15344ac](#) Instructions on provisioning a new push server - Suzie McGeuze
- JR Rodriguez: Likewise with the sales report. The presentation was pretty high-level, but details are available if you'd like them.
- Bruce Stuttenfeld: Let's do this again sometime!
- Carl Bunting: 🍌



On the right, the "All File Types" section shows a list of shared files:

- bork.png (1200x PNG file)
- User_Interview.mov (2:10 MOV Video file)
- givemeaquarter.png (2018 PNG file)
- Engineering Seating Chart (Google Drive Spreadsheet)
- User Experience Flow (Google Drive Presentation)

HipChat

The screenshot displays the HipChat interface for a chat room titled "Website Redesign". The left sidebar shows a list of rooms including "Watercooler", "Marketing", "Development", and "Website Redesign" (which is selected). Below the rooms is a list of people: Mitch Davis, Kelly Evans, Chris Davis, and Emma Bowerman.

The main chat area shows the following messages:

- Chris Davis - Jan-15 4:26 PM: [@all](#) check out our web traffic last year (blue) vs: this year (red)
- Chris Davis - Jan-15 4:26 PM:  [Web_traffic_YoY.png](#) 23K
- Emma Bowerman - Jan-15 4:26 PM: 😄 and our redesign should make that spike even higher
- JIRA - Jan-15 4:27 PM: 
- Alana Grant - Jan-15 4:28 PM: That traffic great 🙌 I'm ready to take on that sign-up flow 🚀

The right sidebar contains several widgets: "People" (showing 5 avatars), "Files", "Links", "2 Standup reports", "100 Posts" (2 MONTHS), "8 Mentions" (TODAY), and "Uber".

Glip

Glip

Search Glip...

Patrick

Favorites

People

- Ginger
- Ella
- George
- Jeff

Teams

- Product Launch
- Display Ad Project
- Acme
- Glip Playground

Groups

- Ella, James, Steve

Calendar

Tasks

Links

Notes

Files

Product Launch

Ginger shared a link Sat, Feb 14 11:17 PM

How Taking A Detour Can Actually Lead To Greater Innovation

Back from U.S. Navy service in World War II, a college degree in hand, as well as rejection letters from all 23 of the medical schools to which he had applied, young Julius Jacobson enrolled at the University of Pennsylvania to pursue a Ph.D.

Patrick Sat, Feb 14 11:42 PM

let's launch this thing!

Ella created a task Sat, Feb 14 11:42 PM

Launch strategy

Assignee	Due
Patrick	Fri, Feb 27

Patrick replied to **Designers VS Developers.jpg** Sat, Feb 14 11:52 PM

great infographic. It's on.

Jeff replied to **Launch strategy** Sun, Feb 15 12:08 AM

here's the rough schematic for the launch we discussed on Thurs.

Post a message for Product Launch

EVENTS

- Product Strategy 9:00 AM
- Launch Party - counting down the minutes 5:00 PM

TASKS

- Customer Persona Outline File
- Product Launch Report Q1 Health

LINKS

- How Taking A Detour Can Actually Lead To Greater Innovation

NOTES

- Use Case Notes Health

FILES

- Designers VS Developers.jpg
- Rough Launch Schematic.png
- Beat you to it.jpg

Bitrix24



The screenshot shows the Bitrix24 web interface for a company named "My Company". The browser address bar shows the URL "https://mycompany.bitrix24.com". The top navigation bar includes a search bar with the text "find people, documents, and more", the time "3:05 PM", and the user's name "Victoria Morrison".

The main content area is titled "Activity Stream" and features a "Create" button. Below the title is a message input field with the placeholder "Send message". The activity stream contains three entries:

- Victoria Morrison** → To all employees
Way to go Kieran Aaronson! Our warmest congratulations...
An achievement badge is shown next to **Kieran Aaronson**.
Actions: Add comment, 0 Like, Unfollow. Time: 3:04 pm.
- Alex Boston** → To all employees
I'm writing the full proposal for city hall today. I'm here if needed, but please interrupt me as little as possible.
Actions: Add comment, 0 Like, Unfollow. Time: 2:26 pm.
- Victoria Morrison** → Marketing and advertising
Task created: Create new brochure
Responsible person: Alex Boston
Actions: Add Comment, Unfollow. Time: 11:46 am.

The left sidebar contains navigation options: MY WORKSPACE (Activity Stream, Tasks, Calendar, Files, Photos, Conversations), WORKGROUPS, EXTRANET WORKGROUPS, CRM, COMPANY, and SETTINGS.

The right sidebar contains several widgets: "Invite users", "Mobile application for iOS and Android" with an "Install" button, "Desktop client with Bitrix24 Drive" with an "Install" button, "Upcoming Events" showing an event on 03/14/2013 at 12:00:00 AM titled "Community outreach", and "My Tasks" showing 10 tasks, with 14 assigned to the user and 14 created by the user.

Interface types

- They all have a common flow.
- Many use channels to communicate
- All employ twitter like features
- Each can hold private conversations & build group communication
- Main goals of all is to maintain searchable history



Accessibility to the MAXX!

- Select a tool that allows you to access it from multiple types of devices.

- Mobile
- Desktop
- Cloud
- Web Browser
- Smart TV





**Who checks in to the library when
your not at work?**

Cross-team collaboration



Why should I talk to other teams?

- Increased team collaboration builds stronger libraries
- Common set of tools between all departments
- More people = more fun
- Eliminate passing the buck syndrome
- No more finger pointing
- Participants form together to achieve a common purpose



Invite and add

- Once implemented keep inviting and adding people
- Add teams and departments and assign them channels
- Never get rid of the general channel
- Make announcements channel
- Install Integrations that all departments can use
- Continue to encourage others to join
- Extend offers out to patrons and vendors



Benefit from...

- Increased departmental transparency
- Improved culture within the Library
- Making information easier to find
- Reduce the need for meetings
- Eliminate the chaos of emails
- Embrace a goofy/silly behavior but dedicate a channel for it.
 - I use #random





Integrations

Keeping your tools talking to one another

What are integrations and why?

- Integrating your apps makes your overall goal more achievable
- Choosing apps that integrate into your main communication platform, increases usage.
- Share files easier
- Drive greater awareness
- Minimizes the need to know multiple systems



TONS!!!! Of apps!!!

Categories

- Bots
- Analytics
- Communication
- Customer Support
- Design
- Developer Tools
- File Management
- Health & Medical
- HR
- Marketing
- Office Management
- Payments & Accounting
- Productivity
- Project Management
- Security & Compliance
- Social & Fun
- Travel

All Buttoned Up

[See all](#)

Drum Meetings
Marketing



busybot
Productivity



Trello
Communication



Abacus
Office Management



PagerDuty
Developer Tools



Qualtrics
Communication

New & Noteworthy

[See all](#)

Polly by Subcurrent
HR



Drum Meetings
Marketing



Meekan Scheduling ...
Office Management



Pomo
Productivity



busybot
Productivity



GoFaster.io
Developer Tools

Brilliant Bots

[See all](#)

GrowthBot
Marketing



Brandfolder
File Management



CareerLark
HR



Nestor
Developer Tools



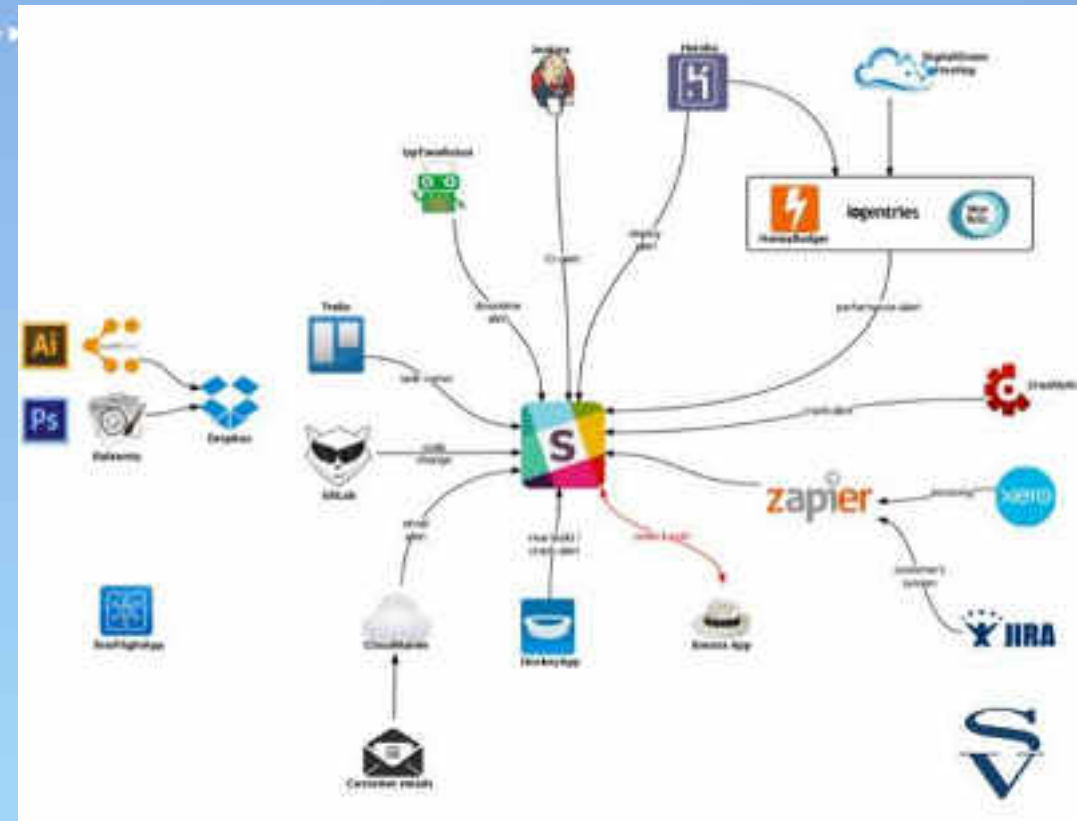
Leo (Officevibe Bot)
HR



Statsbot
Marketing

Knowledge, recognition, bots, surveys

- Give kudos & automate them too
- Leverage automation bots to streamline repetitive tasks
- Put knowledge sharing on blast
- Build custom interfaces
- Integrated polling
- Email to channel



Keeping it organized & get people onboard



How?

- Use a main communication platform as your method of organization.
 - Many options to organize
 - By public threads
 - By private threads
 - By teams
- Keep all person-to-person communications in same location
- Continue to integrate cloud tools
- Leverage solution as primary/only means of communication



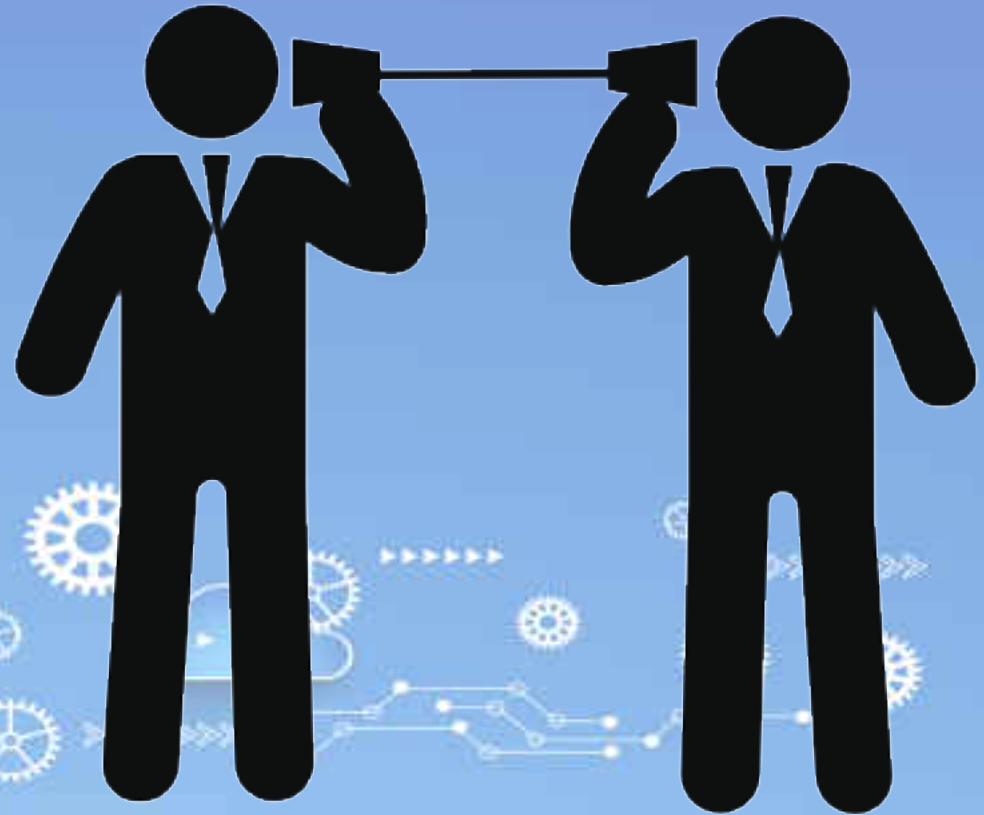
Organization 101

- Establish naming conventions for channels
 - #location-department-channel purpose
 - Use description area when adding new channels
- Learn Twitter referencing
 - # = channel reference
 - @ = message to notify a person or group
- Centralize site administration
- Review and agree on integrations
 - Limit integration overload
- Learn to use integrated search
- Establish etiquette guidelines



Organization 201

- Channel management
 - Leave Channels you don't use
 - Archive un-used channels
 - Adjust notification configuration
- Host private & public channels
- Hide/delete channels with no activity
- Don't make every channel a dumping ground
- Limit Integrations to specific channels
- Integrate as many apps to make all activities centrally located
- Leverage reporting to make better decisions
- Open a channel to the public



Getting people on-board



The background is a solid light blue color. It is decorated with various white line-art icons. There are several gears of different sizes scattered across the scene. There are also several cloud shapes, some of which are larger and more prominent. Additionally, there are circuit-like patterns with lines and dots, and some abstract shapes that resemble thought bubbles or speech bubbles. The overall aesthetic is clean, modern, and tech-oriented.

How do you get people on board with change?

How do I get people to use this stuff?

- Start a library wide initiative
- Have training on usage of tools
- Slow & steady
- Be PERSISTENT!
- New tools typically bring better features
- Out with the old in with the new



Proof case

- Integrations are key to making the implementation successful.
- Built more integrations if they don't exist.
- Leverage email to channel to break the bad email habit.
- Continue to pull things into your Main Communication Channel.
- Leverage apps that use integrations or have the ability to send items back to your Main Communication Channel.

Main Communication Channel. (e.g. SLACK)

What Next??

