

# Cloud Solutions For Dispersed Teams

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Module 1

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# Cloud Solutions and Disperse Teams

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# What is the Cloud?

Cloud solutions, also known as cloud computing or cloud services, deliver IT resources on demand over the Internet. .

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## What is the Cloud?

Cloud service providers such Amazon Web Services, Microsoft Azure and Google Cloud Platform can deliver everything from applications to data centers on a pay-for-use basis to their subscribers. With cloud solutions, IT resources can scale up or down quickly to meet business demands.

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## What is the Cloud?

Cloud solutions enable rapid access to flexible and low-cost IT resources without large upfront investments in hardware or time-consuming installation and maintenance. Businesses can provision exactly the type and size of computing resources they need to power a new initiative or operate their IT departments more efficiently.

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## How cloud solutions helps disperse teams?

- The future of remote work is on the cloud — making cloud technology essential for organizations around the world.
- Apart from easy accessibility, scalability, and security, the cloud also prepares companies for the next crisis.

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How cloud computing helps disperse teams?

Moving to the cloud you also make sure that people can work uninterruptedly without worrying about data loss or data servers going down.

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# Benefits of Cloud Solutions

## Better Accessibility

If the organization's data center is on-premises, then it would be impossible for you to access company data while working remotely, outside the physical offices.

By moving to the cloud, it becomes possible to give remote employees access to all the company data that they need to manage their work responsibilities, even when they are not working from the office.

The cloud allows organizations to control access to their cloud storage and resources. The administrators in your company can set secure access policies to make sure that employees only have access to the data they need to manage their work.

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# Benefits of Cloud Solutions

## Flexible Scalability

The cloud allows organizations to quickly scale in order to accommodate the growing needs of their remote employees. It is the elasticity of the cloud that helps organizations scale up or down at any time based on their changing requirements.

Whether a small part of the team needs to suddenly go remote or the organization must shift most of its workforce to a remote work model permanently, a cloud solution can support the transition easily with no disruptions.

Moving to the cloud also proves to be affordable for organizations as they only have to pay for the volume or scale that they need at the moment.

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# Benefits of Cloud Solutions

## High Security

There was a time when the cloud was considered as a less than secure way for businesses to store their data. But the perception has changed drastically in the last few years, as cloud technology has continuously proven to be more secure than ever.

Most cloud services operate on a shared responsibility model where the cloud provider is responsible for managing the overall safety of the cloud platform while still allowing users to enforce the different safety measures that they need to incorporate in order to protect company data, manage access controls, and set up user permissions.

Organizations are also required to follow different compliances for data security, depending on the industry they are a part of, which is also directly managed by cloud service providers.

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# Benefits of Cloud Solutions

## Accelerating the Business

With all the data protected in the cloud, it becomes possible for remote teams to dynamically access and analyze it in order to make faster, better, and more decentralized decisions.

After all, when remote teams can manage their responsibilities and collaborate effectively at a fast pace without even going to the office every day, it allows businesses to move with more velocity. Not only does cloud storage make access easier and faster, but it also helps launch new business products and strategies with minimum compliance and financial risks.

More importantly, it allows your IT team to focus on their core job functionalities instead of worrying about making the company's data storage safer and stronger.

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# Benefits of Cloud Solutions

## Improved Employee Experience

With all the company data stored on the cloud, employees no longer have to stay chained to their office desks all day long. They can work productively from any device and from any location, as long as they have access to a stable internet connection— this directly leads to improved employee experience.

In fact, remote employees are 57 percent<sup>[1]</sup> more likely to be satisfied with their own jobs and they are also 50 percent less likely to quit, as compared to employees that don't get work from home perks.

The reason for that is pretty simple and straightforward: Remote work gives employees a better work-life balance and the flexibility to create their own remote work schedule, all of which wouldn't be possible without the cloud.

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# Remote Work Tools You Need

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# Remote Work Tools

- Remote work tools can be something as simple as a chat application or entire ecosystems like digital workplace platforms.
- Remote work tools are digital tools meant to help remote workers collaborate, communicate, transact and accomplish work in tandem with their managers and colleagues from wherever they are based.

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# Digital Workspaces

What are they?

A digital workplace is a unified platform that gives you access to a large set of digital tools that you need to perform your core work responsibilities. It helps employees collaborate, communicate, and perform in an effective way, without the need to constantly switch between different applications.

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# Digital Workspaces

## Examples

### Microsoft Teams

Microsoft Teams allows users to collaborate on documents, chat, and video call. You can create separate 'teams' where members can assign tasks, publish posts, share documents, and leave comments. Microsoft Teams gives you access to all the major Microsoft software from one single place which makes it only suitable for companies that are already using Microsoft tools for their other work.

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# Digital Workspaces

Microsoft Teams Top features



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## Collaboration & Communication Tools

Effective communication tools with features like instant messaging and video/voice chat can help teams collaborate easily if they are working remotely.

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# Collaboration & Communication Tools

## 1. Slack

- Slack is a team messaging app with a wide range of features and customization options. It allows teams to create separate workspaces and channels, set reminders for messages, track documents, and quickly find previous messages. Its close integration with third-party tools is the reason why it is so widely used.

## 2. Google Hangouts

- Google Hangouts allows you to chat or have voice/video calls with other Google users. You can access Hangouts through the web or its dedicated mobile apps. Gmail users can access Hangouts directly from the bottom left corner of their mail home page.

## 3. Workplace by Facebook

- Workplace by Facebook is a collaboration tool that lets teams communicate through instant messaging. The biggest advantage of Workplace chat is that it resembles Facebook Messenger which most people are already familiar with. This in turn decreases the learning curve and makes it easier for new members to join.



# Project Management Tools

A robust project management tool becomes all the more necessary for remote teams to streamline their upcoming work and tasks while still maintaining transparency. It reduces the need for back and forth emails, and also makes sure everyone is on the same page.

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# Project Management Tools

## 1. Asana

- Asana lets you break down projects into smaller sections, tasks, and sub-tasks. For every task, you can select an assignee, due date, task description, and label. While Asana started as a list based project management tool, it has since expanded and now it allows you to build project boards, calendars, and even forms to capture data.

## 2. Trello

- Trello allows users to organize projects in a kanban board format. You can streamline your project workflow by creating custom lists and adding tasks in the form of cards. The tool also lets users upload files, assign cards to members, and add comments.

## 3. Planning

- Planning is an app you can add in Microsoft teams, organize your tasks in buckets, assign tasks to team members and much more

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# Time Management Tools

With a time management tool, employees can track the time they spend working, department heads can monitor employees, and even bill clients directly based on the total number of hours spent on the project.

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# Time Management Tools

## 1. Toggl

- With Toggl, you can start tracking time by clicking on a single button. For the different sections of time tracked, you can add a project, client, description, and label. It is also possible to create separate workspaces for different teams, add billable hours and extract in-depth reports based on app data.

## 2. Clockify

- Clockify uses a digital stopwatch to help users track time for every task that they are working on. Team leaders can allocate specific time duration for every project to make sure the employees stay on track and you can also mark certain blocks of time as billable to invoice clients.

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## How to use Toggl

# Time Management Tools



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## Remote Desktop

With a remote desktop app, you can access your desktop virtually from anywhere, as long as you have an internet connection. This can be especially helpful for employees who use PCs at work and might need to access information when they are outside the office.

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# Remote Desktop

## 1. AnyDesk

- A free remote access program, AnyDesk runs in portable mode by default, which means you can install it on your laptop just like any other software. It supports unattended access and also allows you to transfer files. The tool can automatically alter your connection to offer the best possible speed and video quality.

## 2. Chrome Remote Desktop

- Chrome Remote Desktop is a tool developed by Google and it is available on web, iOS, and Android. While it is easy to set up and use, the free version of the tool has relatively basic features. Moreover, you would need a Chrome browser to use it and the mobile application doesn't offer the same functionalities as the desktop one.

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# Video Conferencing

Video conferencing has become the main way for teams to have meetings and collaborate in the current pandemic-stricken world. The ideal video conferencing tool should support group chat for even your biggest teams, allow you to hold web seminars, and let employees record important calls.

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# Video Conferencing

## 1. Skype

- Skype was one of the first and most popular video calling apps in the market and it's still the quickest way to make a call for most Windows users because the app comes pre-installed in Windows PCs. You can make group calls to up to 25 users for free and even let people directly join the call from the web, by installing a browser plugin.

## 2. Zoom

- Zoom has quickly become a new favorite of people for personal and work video calls during an ongoing pandemic. The tool allows free video calls with up to 50 people with a 40 minute call duration limit.

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# Cloud Storage

Cloud storage provides space to save your files on data centers available online.

When choosing a cloud storage platform, it's best to choose a tool that is affordable, highly secure, and reliable. It should also follow all the necessary compliances while allowing employees to access important company data from any device or location.

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# Cloud Storage

## 1. Google Drive

- Google Drive is used as the default cloud storage app by most Gmail and Gsuite users because of its close integration with Google's other applications. More importantly, Google Drive is closely integrated with Google Docs which allows users to quickly edit and save the Word, Powerpoint, and Excel files that they upload on the drive. Google Drive can automatically sync offline folders and allow you to share files/folders through email or links.

## 2. OneDrive

- OneDrive by Microsoft allows users to upload and sync data online, and access it from anywhere. Like Google Drive, OneDrive also lets users edit files online due to its close integration with Office 365. It also allows you to access selected files offline, share files and folders with other users, scan documents, and sync offline folders on your PC to the cloud.



Organizations can employ a combination of these tools allowing you to work from anywhere!

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