



MODULE 10

**WORKING AS A PART OF A DISPERSED
TEAMS USING A CLOUD ENVIRONMENT**



**LESSON SCENARIO WITH
GUIDELINES FOR THE EDUCATOR
FOR 4H CLASSES**



I. GENERAL INFORMATION

- Class duration
- Recipients of the classes
- Number of participants
- Methods / techniques of work
- Materials needed to carry out the classes
- Purpose of classes

II. INTRODUCTION

- Introducing the subject
- Introducing a lecturer/lecturers
- Ice breaker: Group integration
- Establishing group rules

III. MERTIS

IV. CLOSING THE WORKSHOPS

V. EVALUATION SURVEY

VI. DIPLOMA FORM





I. GENERAL INFORMATION

Class duration:

- 4 hours

Recipients of the classes:

The recipients of the classes are adults, employees of the administrative and financial industry. The scenario of the classes can be used by others from other professional groups interested in the topic of creative developing and creative thinking.

Number of participants:

Class group for 12 people of both sexes. It is also possible to conduct classes in a smaller group of at least 8 participants, depending on the conditions of the premises or the size of the team.

Recommended methods of work:

- Brainstorming
- Active ways of conducting classes: working in groups
- Active ways of conducting classes: working in pairs
- Individual work
- Relaxation techniques
- Psychoeducation
- Mini lecture

Sample materials needed to carry out the classes:

- Worksheets
- Pens
- Crayons
- Markers





I. GENERAL INFORMATION

- Sticky notes
- Flipchart
- A4 sheets of paper
- Pens
- Certificates
- Evaluation survey

Objective of the class:

The main objective is to familiarise participants and introduce them to tools that enable effective teamwork, despite the physical dispersion of team members. Participants will be introduced to the cloud environment and will be trained to use a cloud environment that provides flexibility, accessibility and scalability, enabling the team to work from any location and device.

Mini lecture: (30 minutes)

A cloud environment is an IT infrastructure that enables users to store, process and share data over the internet, providing users with access to various services such as data storage, computing, backup, data analytics or access to applications.

The main features and benefits of a cloud environment are:

- Flexibility and scalability - you can easily increase or decrease your computing power, disk space or memory as required.
- Accessibility and mobility - you can access your data and applications from any device with internet access.
- Data security - data encryption mechanisms, security and monitoring systems are provided to protect your information from loss, theft or unauthorised access.





I. GENERAL INFORMATION

Cloud solutions are extremely beneficial for employees on remote work as they provide the necessary tools and infrastructure for effective communication, collaboration and data access.

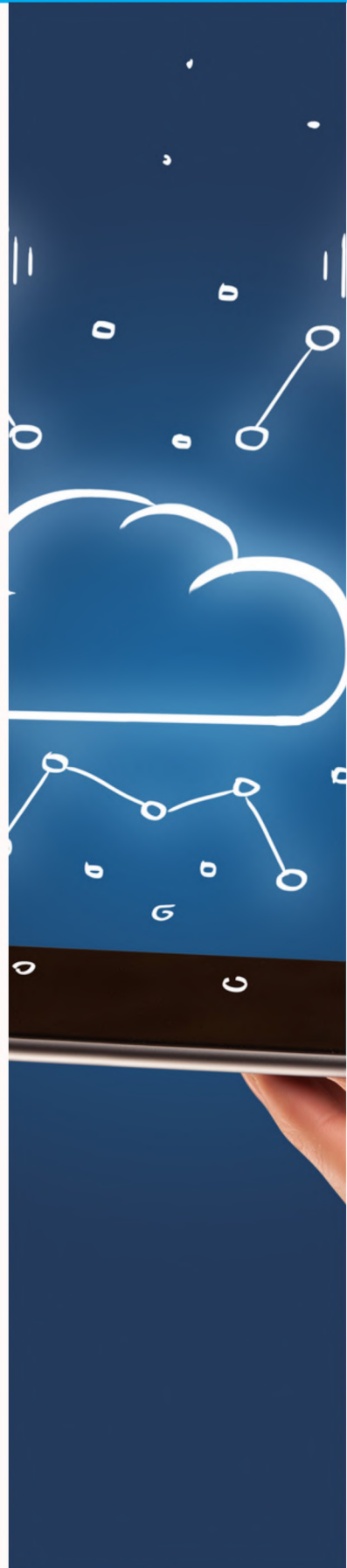
Benefits of using a cloud environment for remote working:

- Data storage
- Collaboration and sharing
- Communication
- Access to applications and tools
- Scalability and flexibility
- Security and data backup

While cloud solutions have many benefits for remote working, there are also some potential downsides.

Here are some of them:

- Dependency on internet access - requires a stable and reliable internet connection and seamless working.
- Costs - the use of some advanced features, more users or higher storage space requirements can lead to increased costs
- Complexity of migration and integration - If an organisation relies on cloud solutions, it may require migration of data and applications from local systems to the cloud.
- Lack of control over infrastructure - The organisation relies on the cloud provider's infrastructure hence the lack of full control over the infrastructure.





II. INTRODUCTION

1. Introducing the subject of the classes - (5 minutes)
2. Introducing the agenda.
3. Introducing a lecturer.
4. Greeting - (5 minutes)
 - name, surname,
 - education,
 - professional experience
 - interests
5. Ice breaker- classes participants introduce themselves (15 minutes)
 - Talent chain.
 - Finish the sentence:
 - My name is.....
 - I like...
 - My talents are...
 - I feel strong in
 - My strengths are...
 - The most creative idea I have implemented.....
 - My favourite colour is...
6. Group rules - (15 minutes)

The lecturer distributes two sticky notes to the participants and asks the participants to write down on one of them what they can do and what they cannot do during the class to ensure a nice and safe atmosphere. Participants are given 2 minutes for this task.

Example:

What we do

We are kind to each other
We respect each other
We communicate the need for breaks

What we don't do

We don't criticize each other
We do not use mobile phones
We do not judge other people's opinions





II. INTRODUCTION

The educator collects the notes, reads them aloud, asks if everyone agrees to the presented rules. Then they are stuck in a visible place.

Next, the lecturer suggests that each participant shall write their name on the second piece of paper and stick it in a visible place on their chest.

The question is what we expect after the classes. Verification of expectations - (10 min)

The lecturer distributes one sticky note to each participant and asks them to write down their expectations in relation to the classes. The participants are given 3 minutes to do this. Then the lecturer collects the notes, reads the questions/statements and discusses them.

Garage - (5 minutes)

The educator takes out a previously prepared A4 sheet / flipchart with the inscription "GARAGE" and a marker and informs the participants what "Garage" is. "Garage" - during breaks in the garage, each of the participants can anonymously write down a question about the content and course of classes. The questions will be answered after the break.





III. MERTIS

Task 1 (40 min)

Microsoft OneDrive is a cloud platform developed by Microsoft. It is a tool for storing files and sharing them online. All users who have an account can easily store, synchronize and share files via OneDrive, thanks to which we have easy access to them from any device connected to the Internet.

With Microsoft OneDrive, users have convenient access to their files from anywhere and on any device. Microsoft OneDrive gives you the opportunity to use for personal and business purposes, allowing you to store, share and collaborate on files in a safe and effective way.

At the very beginning, the lecturer conducts a discussion with the participants to stimulate them to act. Below are questions the lecturer may ask:

- Have any of you used cloud solutions before? What were your experiences?
- What kind of data or resources can be stored and shared using the cloud environment?
- What are the advantages of working in a cloud environment compared to traditional on-premises solutions?
- What are the main types of cloud services offered (eg. data storage, computing, document management)?
- What are the differences between public, private and hybrid clouds?
- What are the most important data security issues in a cloud environment and how can they be addressed?
- What are the main challenges you may face when migrating to a cloud environment?
- What are the costs associated with using cloud services and what factors should be taken into account when assessing profitability?
- What are the possibilities of scaling resources in a cloud environment and what are the benefits of scaling flexibility?
- What are the prospects for the development of clouds and what benefits can they bring to the organization?

Then the lecturer goes to the exercises.





III. MERTIS

Exercise 1: Sharing files with Google Drive

This exercise must be performed by a group of 2.

You need to work on a document in parallel with a colleague. Follow the steps below to start working with Google Drive.

First you need to create a google account (if you don't have one)

Step 1: Go to drive.google.com

On your computer, go to drive.google.com. You'll see "My Drive".

Step 2: Upload or create files

You can upload files from your computer or create files in Google Drive. At the top left, click New File Upload Find a word documents you need to upload and click Open

Step 3: Share your file with your colleague

You can share files or folders, so other people can view, edit, or comment on them. Click the file you want to share. Click Share and type the email of the 2nd person in your team.

Exercise 2: Collaborating on a Word Document

This exercise must be performed by a group of 2.

Now, you need to start working on the document.

1st Person

1. Select My Drive and find the document you shared
2. Double click to open it.
3. Start working on the document

2nd Person

1. Select Shared with me and find the document your team mate shared with you
2. Double click to open it.
3. Start working on the document

Note that at the top bar your initials and your team mate's initials are shown which indicates that 2 people are now working on the same document.





III. MERTIS

Work card 2:


CARD 2

Microsoft Onedrive Basics

Share with specific people

Choose this option if you want to send an email invitation to people or groups and keep track of who you invited. This also lets you remove permission for specific individuals or groups later if you need to.


1. Go to the OneDrive website and sign in with your Microsoft account or your work or school account.
2. Pick the files or folders you want to share by selecting its circle icon.
3. Select **Share** at the top of the page.
4. Under **Send Link**, select **Anyone with the link can edit** to open the link settings.

The files on your OneDrive are private until you share them. Keep in mind that when you share folders with Edit permissions, people you share with can add the shared folders to their own OneDrive. This lets them keep the folder alongside their own folders and items, easily move items between folders, and more easily work on it offline. Any updates they make sync with the shared folder, so everyone with access to the folder is up to date.

If you're using OneDrive for work or school, you can change the link permissions.

- **Anyone** gives access to anyone who receives this link, whether they receive it directly from you or forwarded from someone else. This may include people outside of your organization.
- **People in <Your Organization> with the link** gives anyone in your organization who has the link access to the file, whether they receive it directly from you or forwarded from someone else.
- **People with existing access** can be used by people who already have access to the document or folder. It does not change any permissions. Use this if you just want to send a link to somebody who already has access.
- **Specific people** gives access only to the people you specify, although other people may already have access. If people forward the sharing invitation, only people who already have access to the item will be able to use the link.










III. MERTIS

Work card 6:



CARD 6

Working with Teams in MS Teams

Create Teams in MS Teams

Creating a team in Microsoft teams allows you to share files with the members of the team, share and collaborate on files chat and much more. Once you create your Team, a general channel will automatically be created. This is where general discussion between all team members can occur.

There are **two main roles** within Teams:

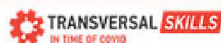
- **Team owner**, which is the person who created the team. This individual can add co-owners so more people can share in the responsibility of managing the Team, inviting new team members, and managing general settings.
- **Team members**, which are the people who the Team owners invite to the Team.

TASK:

You are the team leader of the logistics team. Create a Team in Microsoft Teams and add your team members within this team



Work card 7:



CARD 7

Working with Channels in MS Teams

Channels within your Team Environment

While Chat is a great function for private discussions, Channels allow more organized discussions to take place between specific team members and external clients. You can add specific channels to keep conversations organized as you go.

There are 3 types of Channels: Standard, Public, and Private Channels

Standard, Public, and Private Channels

A **standard channel** is useful when:

- General discussion between all team members is needed, such as general project updates, policy changes, announcements, and more
- Resources that are applicable to all team members need to be shared in one location

A **private channel** is useful when:

- A group wants to collaborate in a separate space without needing to create another team
- A group of people (such as executives or managers) within a team want to discuss sensitive information like budgeting, strategy, etc.

A **shared channel** is useful when:

- Different people who are not part of the same Team want to collaborate with each other (e.g., individuals from customer support, marketing, and development need to collaborate on a project)
- You need to collaborate with an external party, such as a client, for a project





III. MERTIS

Task 2 - (30 min)

Google Drive is a cloud platform developed by Google. It is a tool for storing, managing and sharing files online. It allows users to access their files from any Internet-connected device, similar to Microsoft OneDrive

Main features and functions of Google Drive:

- File storage
- Data synchronization
- File sharing
- Real-time collaboration
- File versioning
- Integrations
- Mobile applications

Google Drive is a popular tool for remote work and offers a convenient solution for storing and collaborating on files. It can be used for both private and business purposes.

Work card 1:


CARD 1

Google Drive Basics

1. Click New to...

- Upload any file (such as Microsoft Outlook files, Adobe PDF files, and videos) or folder from your computer.
- Create new documents right in your browser.



2. Work with files stored in Drive.



3. Share your files and folders by clicking Share and then choose what collaborators can do. They'll get an email notification, too.










III. MERTIS

Task 3 - (30 min)

Trello is a task and project management platform based on the Kanban board principle. It is a cloud-based tool that allows you to organize your work, track project progress and collaborate in a team. It's simple and intuitive.

The action can be divided into stages:

- Create a board
- Create lists
- Creating cards
- Moving tabs between lists
- Assign members and appointments
- Commenting and attaching files
- Notifications and progress tracking

Trello has a simple interface and is a popular task and project management tool. It facilitates work organization, team collaboration and progress tracking.

Exercise 3: Project Management With Trello

Step 1: Create an account in Trello

- Open your browser and type trello.com
- On the top right corner click on Get Trello for free
- Type your email and click continue
- Follow the instructions in the screen to prove you are not a robot

Step 2: Create a Board in Trello

Take the following steps to create a board, as nothing happens without a board in Trello.

- Under the Personal Boards tab, click the Create new board option.
- Name the board. You can choose a background pattern or color that can be altered later.

You can choose which team you would like to give access to a board if you have multiple teams.





III. MERTIS

Step 3: Create a Team

You need to set up a team for professional purposes.

- Click on the option: "Create a team."
- You must provide a team name, describe its type, and include a brief description. Then click on 'Continue', and the option to invite team members will appear.
- Enter the email IDs of your team members and click the send invitation button. They will receive an invite to join Trello.

Step 4: Create Lists in Trello

You create lists as per your requirement. For instance, you can have three lists: To Do, In Progress, and Done. You can also have a list for each member of your team. The steps to create a list are as follows:

- Open the board to create a new list. Below the name of the board, click Add a list option.
- Name your list and then click Add List.
- Right below your list, you will find an option to add a card.

Step 5: Create Cards in Trello

- Click the Add a card option present below the list name.
- Enter a title for the card and click Add Card.

Clicking on a card, you can add a description/comment for your team members. You can also add labels, checklists, and attachments from the same screen.

Step 6: Assigning Cards and Giving Due Dates

You can add members and due dates to Trello cards. When working with a team, it helps you to know who's working on a task. Due dates help in keeping track of when tasks need to be done.

You can assign a person to a card and keep a check on who a task has been assigned. You can also add multiple members to a card to ensure that all get updates on a specific task. The steps to add someone to a card are as follows:

- Click on the card to which you have to assign members.
- Click the Members option present on the right.
- Search for people on your team, and click the names to add them.





III. MERTIS

Next, to add due dates, follow these steps:

- Click on the card to which you have to add a due date.
- Click the Due Date option from the list on the right.
- Select a due date from the calendar. You can add a time and then click Save.
- Due dates less than 24 hours away get a yellow label, while cards that are past due show up in red.

Step 7: Add Labels to Cards

Trello allows you to add coloured labels to cards to identify the task type or the group it belongs to. You can also add multiple labels to a single card. The steps to add labels to a card are as follows:

- Click on the card to which you have to add a label.
- Click the Labels option present on the right.
- Select a label from your list. It displays several pre-chosen colors. Clicking on the edit icon allows you to add a label.

Exercise 4: Monitoring Tasks in Trello

1. Click on a Card that you are assigned to in Trello
2. Mark a task as complete
3. Check with your team mate to see how he/she is viewing the completed task

Watch the video for more

<https://www.youtube.com/watch?v=geRKHfzTxNY>

After completing the exercises, the lecturer asks the participants a question to summarize the issue.

Below are sample questions:

- What are the benefits of using Trello in work organization and task management?
- What are the basic elements of the Trello structure, such as boards, lists and cards, and how can they be used to organize projects?
- What are the main features available in Trello cards, such as assigning members, adding terms, and commenting?





III. MERTIS

- How can you use moving cards between lists in Trello to track work progress?
- What are the ways to personalize and customize Trello to individual needs and preferences?
- How does Trello facilitate team collaboration and communication between team members?
- How does Trello enable you to prioritize and set deadlines for tasks?

Task 4 - (20 min)

AnyDesk is software that allows you to remotely access your computer desktop from anywhere in the world. It allows users to safely and effectively remotely control a computer. AnyDesk is a popular PC remote control tool due to its performance, ease of use and security.

What advantages does it have:

- High performance
- Low latency
- Easy installation and configuration
- Security
- Platform compatibility
- Simple to use
- Additional features





III. MERTIS

Karta pracy 9:

CARD 9

What is AnyDesk?

What is AnyDesk?

- AnyDesk is a remote desktop software that allows users to access and control a computer or device from a remote location. It enables users to connect to a remote computer over the internet and access files, folders, and applications as if they were physically present in front of the computer.
- AnyDesk offers a range of features that make remote desktop access secure and easy, including high-quality video and audio transmission, session recording, file transfer, and remote printing. The software uses encryption technology to secure data transmission and provides two-factor authentication for enhanced security.
- AnyDesk is available for various operating systems, including Windows, macOS, Linux, Android, and iOS. It is commonly used by individuals and businesses for remote support, remote work, and online collaboration.
- For Personal use, AnyDesk is FREE

Karta pracy 10:

CARD 10

How AnyDesk works?

How does it work?

AnyDesk works by establishing a remote connection between two devices, one acting as the host and the other as the client. Here are the general steps of how it works:

- Download and Install:** The host needs to download and install the AnyDesk software on their computer or device. The client also needs to have AnyDesk installed on their device.
- Connect:** The client enters the AnyDesk address (a unique ID provided by the host) in the AnyDesk app on their device and clicks on the "Connect" button.
- Authentication:** AnyDesk provides two-factor authentication for enhanced security. The client needs to enter a password to access the remote device.
- Remote Access:** Once the authentication is successful, the client can access the remote device's desktop, files, folders, and applications.
- Control:** The client can control the remote device as if they were physically present in front of it. They can use their mouse and keyboard to navigate and operate the remote device.
- AnyDesk uses proprietary DeskRT video codec to provide high-quality video and audio transmission with low latency. The software also uses encryption technology to

TASK: Work in pairs

- Download and Install on your PC AnyDesk
- Get the HostID from your partner and try to connect on his/her PC





III. MERTIS

Task 5 - (30 min)

Tracking working time while working remotely is important to effectively manage time, maintain the right pace of work and monitor the progress of projects.

Toggl is a time tracking and time management tool that helps users to monitor, track and analyze time spent on various tasks and projects.

Work card 5:


CARD 5

Time Management with Toggl



With the Free version of Toggl Track you can track down the time spent on a specific project, task, or client.

The Free Version allows up to 5 users

Key features include:

- View your time entries in Calendar Format and integrate it with Outlook!
- Track time in real time or offline and sync later
- Use mobile apps to track time while on the move

Watch the video at <https://youtu.be/0IT5DdESdOU> to understand how it works and answer the following questions?

1. How would a manager of a disperse team could benefit from such an application?
2. How a member of a disperse team could benefit from this app?

Flip the card to view answers






Then the lecturer distributes a piece of paper and a pen to each participant. Then, each participant is asked to write which cloud environments they have used so far in their remote work or would like to use, and which one was the best and why. Participants have 5 minutes to complete this task. After the time has elapsed, we analyze the answers together with the participants.





III. MERTIS

After this task, the lecturer divides the group into teams of 3. Give each group a sheet of A4 paper and a pen. Participants in groups complete worksheet 3. Then, in order to summarize, participants are asked to complete the exercise below.

Ask participants to create a plan for their remote working day. Have them write specific times when they will devote time to various tasks, breaks and other activities. Then talk about the effectiveness of such planning and what challenges may arise during the working day.

Work card 3:


CARD 3

Time Management Skills, Techniques and Tools



What is the difference between time management skills, techniques and tools

Time management skills are mainly soft skills that can help you manage your time better. Examples of time management skills are boundary setting, planning, delegating, prioritizing and so on.

Time management techniques and frameworks are different ways to manage your time. Examples of time management techniques are Getting things done (GTD), Pomodoro timer, Eisenhower matrix and many others.

Time management techniques consist of methods, guidelines, processes and other recommendations. In addition, these techniques also recommend many different time management tools.

Examples of time management tools are calendar, note-taking software, time tracker, specialized time management apps such as Toggl. , you can find many different software solutions.










IV. CLOSING THE WORKSHOPS

The lecturer asks the participants to sit in a circle and each answer the question:

- What did you like the most?
- What will you get for yourself?
- What are you leaving with?

After the participants answer, the lecturer thanks them for their participation in the workshop.





V. EVALUATION SURVEY

Dear participant

We hope that today's classes were interesting for you and you had a chance to learn a lot of interesting things. We are keen to receive feedback from you, so we will be very grateful if you take time to complete the following survey.

The survey is anonymous.

1. Did the classes allow you to get answers to questions that have arisen in your private and professional life?

Definitely Yes Rather Yes Rather No Definitely No

2. Did the classes provide you with useful tips, development techniques and stimulating creativity in various professional situations as well as in everyday life, especially when it comes to creating innovative solutions?

Definitely Yes Rather Yes Rather No Definitely No

3. Did the classes provide you with useful tips that can be helpful in overcoming barriers to stimulating creativity?

Definitely Yes Rather Yes Rather No Definitely No

4. Which part of the classes did you like the most and why?

.....

.....

.....

5. Would you like to take part in other thematic activities?

YES NO



V. EVALUATION SURVEY

6. If YES, please list topics that would be of interest to you.

.....

.

.....

.....

7. Additional comments

.....

.

.....

.....

.

Thank you for completing the survey!



VI. DIPLOMA FORM

DIPLOMA

IT IS CERTIFIED THAT

.....
Took part in a class entitled: "Working as a part of a dispersed teams using a cloud environment".

Project no.

Company:

Date:

Place:



.....
Lecturer