



TASK 1



DEVELOPMENT OF EFFECTIVE COMMUNICATION PROCEDURES FOR DISTRIBUTED TEAMS

Your task is to develop effective communication procedures for distributed teams in our company. Focus on creating guidelines that help team members communicate and collaborate effectively, despite working remotely.

You are required to include a variety of communication channels, such as email, chat, video conferencing, etc. Proposed procedures should include clear guidelines on response times, information sharing, discussion and conflict resolution. Also analyse tools and technologies that can facilitate communication in distributed teams. In your report, present your conclusions and recommendations for putting these procedures into practice.

