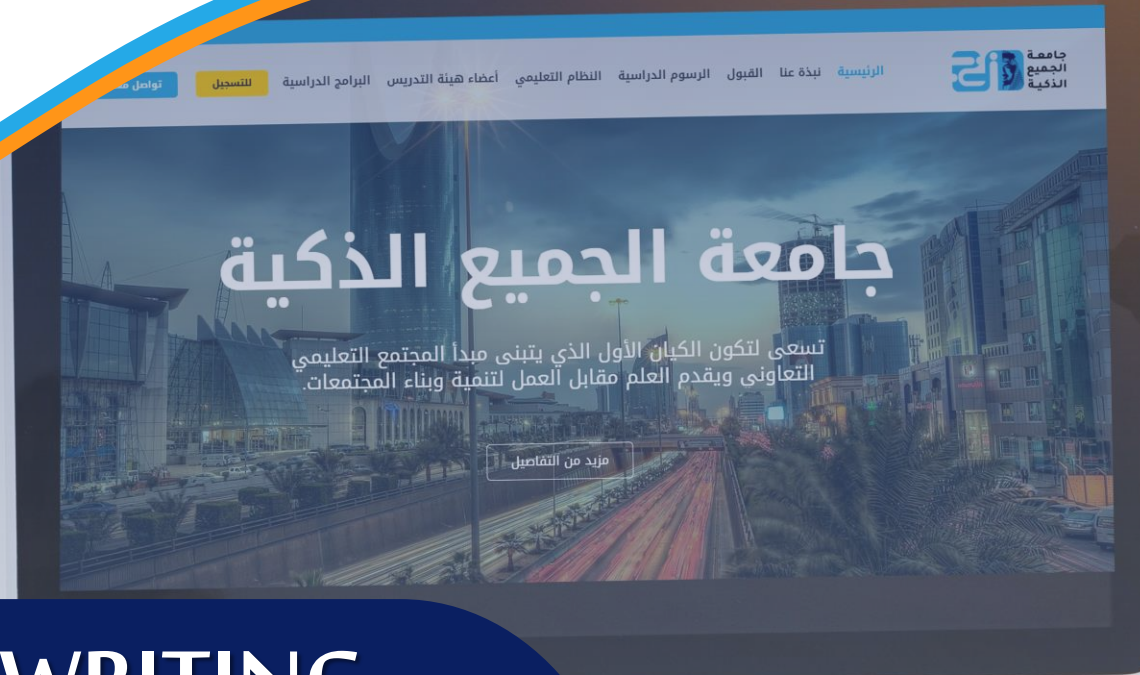




جامعة الجميع الذكية  
EVERYONE'S SMART UNIVERSITY



# PRESENTATION AND WRITING SKILLS

lecture No. 4

BY **Dr. Manal El-Sayed**

MGM223



جامعة الجميع الذكية  
EVERYONE'S SMART UNIVERSITY

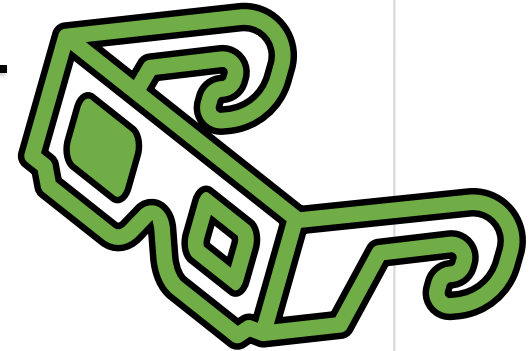
# lecture No. 4

## Collaborative Writing and Conducting Meeting in Technological Era

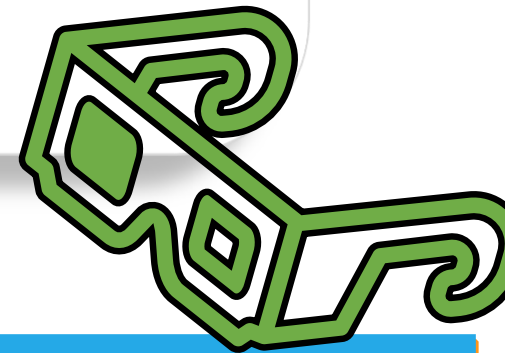
## Lecture 4

# Test your knowledge for the previous lecture

1. Types of teamwork
2. Advantages and disadvantages of the teamwork.
3. Recognize team members roles.
4. Determine team characteristics.
5. Communicating effectively in teams
6. Differentiate between team group and teamwork



- ☐ **Communicating collaboratively**
- ☐ **guidelines will help you work together more successfully**
- ☐ **Making meetings more productive.**
- ☐ **writing collaboration technology tools.**
- ☐ **Virtual communities and social networks.**



# Collaborative Writing

1

### Select Collaborators

**Choose a combination of people who have the experience, information, and talent needed for each project.**



## Collaborative Writing

2

**Agree on Goals**

**Starting without a clear idea of what you hope to accomplish will lead to frustration and wasted time.**



# Collaborative Writing

3

### Take Time to Bond

**Give your team time to bond before diving in.  
Make sure people can get to know each other before being asked to collaborate.**



## Collaborative Writing

4

### Set Responsibilities

**Clarify individual responsibilities.**  
**This is essential because team members will be depending on each other.**



# Collaborative Writing

5

### Clarify Processes

**Establish clear processes.  
Make sure everyone knows  
how the work will be  
managed from start to finish.**



# Collaborative Writing

6

### Avoid Group Writing

Avoid writing as a group. Group writing can be a **slow, painful process**, so assign the actual writing to one person or divide larger projects among multiple writers.



## Collaborative Writing

7

Use Compatible Tools أدوات متوافقة أو متماثلة

Make sure tools and techniques are ready and compatible across the team. Minor details such as **different versions of software** can delay projects.



# Collaborative Writing

8

### Check Progress Often

**Check to see how things are going along the way.  
Don't assume that everything is working, just because you don't hear anything negative.**



- ✓ **groupware**
- ✓ **Groupware**
- ✓ **Cloud computing**
- ✓ **Group Review and Editing**
- ✓ **Content Management Systems**



- ✓ **Shared workspaces**
- ✓ **Groupware**
- ✓ **Cloud computing**
- ✓ **Group Review and Editing**
- ✓ **Content Management Systems**



- ✓ **Shared workspaces**
- ✓ are “virtual offices” that give **everyone** on a team **access** to the same set of resources and information: such as, databases, calendars, project plans, and e-mail exchanges, shared reference materials, and team-created documents.
- ✓ These workspaces are part of a larger class of software known as **groupware**



- ✓ **Groupware: writing collaboration tool.**
- ✓ They make it easy for geographically dispersed team members to access shared files anytime, anywhere.

✓ **group review and editing**

☐ **features in word processors**

**content management systems**

**that organize and control the content for websites.**

☐ **The wiki:** allows anyone who has access to add new material and edit existing material.

☐ It offers quite the level of direct collaboration



## Lecture 4

# Social Network

helping erase the  
constraints of geographic  
and organization  
boundaries



**enable and enhance  
teamwork, social networks  
have numerous other  
business applications and  
benefits**



**The two fundamental elements of any social networking technology are**

**Profiles**

**Connections**



## Profiles

**the information stored about each member of the network**



## Connections

**mechanisms for finding and communicating  
with other members**



**Identify the Best People**

**Build Organizational Knowledge**

**Maintain Sense of Community**

### Identify the Best People

- ❑ The huge advantage that social networking brings to these team efforts is in identifying the best people to collaborate on each problem or project,
- ❑ No matter where they are located around the world or what their official roles are in the organization.

## Build Organizational Knowledge

Such communities are like teams in many respects, but one major difference is the responsibility for accumulating organizational knowledge over the long term.

## Maintain Sense of Community

Social networking can also help a company maintain a sense of community, even as it grows beyond the size that normally permits a lot of daily interaction.

## Lecture 4

# Workplace Feedback



## Constructive

**Constructive feedback, sometimes called constructive criticism, focuses on the process and outcomes of communication, not on the people involved.**



## Destructive

**In contrast, destructive feedback delivers criticism with no effort to stimulate improvement.**



# Making Your Meetings More Productive

# Productive Meetings

- **Meetings** are primary communication venue for today's businesses



# Productive Meetings

proceed with the following planning tasks

- Purpose
- Participants
- Time & Venue
- Agenda

- **Purpose**

1. Clarify your purpose. **Informational meetings** allow participants to share information and perhaps coordinate action.
2. **Decision-making meetings** involve persuasion, analysis, and problem solving.



- **Participants**

1. Select participants for the meeting. The rule here is simple: **Invite** everyone who really needs to be involved,
2. and **don't invite** anyone who doesn't need to be there.



# Productive Meetings

- **Time & Venue**

- ❑ **Online meetings** are often the best way to connect people in multiple locations or to reach large audiences,
- ❑ **morning meetings** are often more productive because people are generally more alert and not yet engaged with the work of the day.



# Productive Meetings

## Agenda

- ☐ the agenda is an important tool for guiding the progress of the meeting.
- ☐ People who will be presenting information need to know what is expected of them,
- ☐ know what will be presented so non presenters can prepare questions,
- ☐ Know how long the meeting will last.



# Conduct Meetings



- Stay on Track
- Follow the Rules
- Invite Participation
- Participate Actively
- Close Effectively

# Conduct Meetings



- Stay on Track
- Follow the Rules
- Invite Participation
- Participate Actively
- Close Effectively

# Conduct Meetings



- **Stay on Track**
- **Keep the meeting on track.** Good leaders need to guide, mediate, probe, stimulate, summarize, and redirect discussions that have gotten off track.

# Conduct Meetings



- **Follow the Rules**
- **Follow agreed-upon rules.**  
The larger the meeting, the more formal you will need to be. Formal meetings often use *parliamentary procedure*, a time-tested method for planning and running effective meetings.

# Conduct Meetings



- **Invite Participation**
- Encourage participation. Some participants are too quiet, and others are too talkative. The best meetings are those in which everyone participates, so a leader must not let one or two people dominate the meeting while others remain silent.

# Conduct Meetings

- **Close Effectively**

At the end of the meeting, verify that the objectives have been met; if not, schedule follow-up work. Then, summarize the decisions reached, and make sure everyone understands and agrees on the outcome





The diagram features a central laptop with an '@' symbol on its screen. Eight arrows radiate from this central laptop to eight other laptops arranged in a circular pattern around it. The laptops are depicted in a light gray, semi-transparent style. The text 'Virtual Teams' is positioned to the left of the central laptop, and 'Virtual Meetings' is to the right. Below these, a paragraph defines virtual teams and virtual meetings.

## Virtual Teams

## Virtual Meetings

**virtual teams**, whose members work in different locations and interact electronically through **virtual meetings**

## PLANNING

## DILIGENCE

الحرص





جامعة الجميع الذكية  
EVERYONE'S SMART UNIVERSITY

لكم كل الشكر والتقدير  
والاحترام،