

PRESENTATION AND WRITING SKILLS

lecture No. 4

BY

Dr. Manal El-Sayed





مجموعة جامعة
الجميع الذكية
للتعليم القابضة

MIDOCEAN
UNIVERSITY

lecture No. 4 Collaborative Writing and Conducting Meeting in Technological Era

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



Learning Objectives



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

Collaborating on Communication Efforts

Collaborative Writing

1

Select Collaborators

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



Collaborating on Communication Efforts

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.



Collaborating on Communication Efforts

Collaborative Writing

4

Set Responsibilities

Clarify individual responsibilities.

This is essential because team members will be depending on each other.



Collaborating on Communication Efforts

Collaborative Writing

5

Clarify Processes

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



Collaborating on Communication Efforts

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.



Collaborating on Communication Efforts

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.



Collaborating on Communication Efforts

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.



Collaborative Technology

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



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

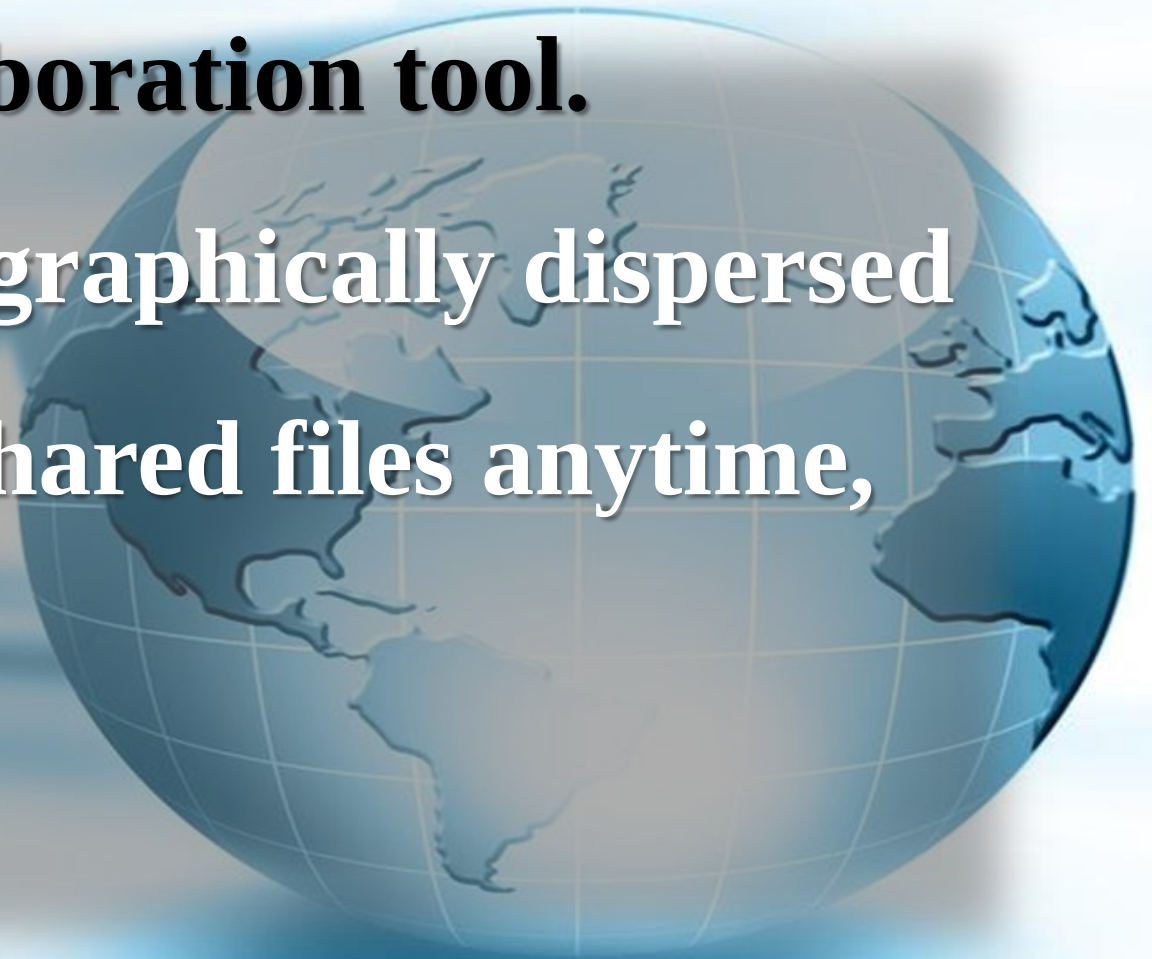


Collaborative Technology

- ✓ **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**

Collaborative Technology

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



Collaborative Technology

- ✓ **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

Social Network

helping erase the
constraints of geographic
and organization
boundaries

Social Network

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

Social Network

The two fundamental elements of any social networking technology are

Profiles

Connections

Social Network

Profiles

the information stored about each member of the network

Social Network Connections

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



Virtual Communities

Identify the Best People

Build Organizational Knowledge

Maintain Sense of Community

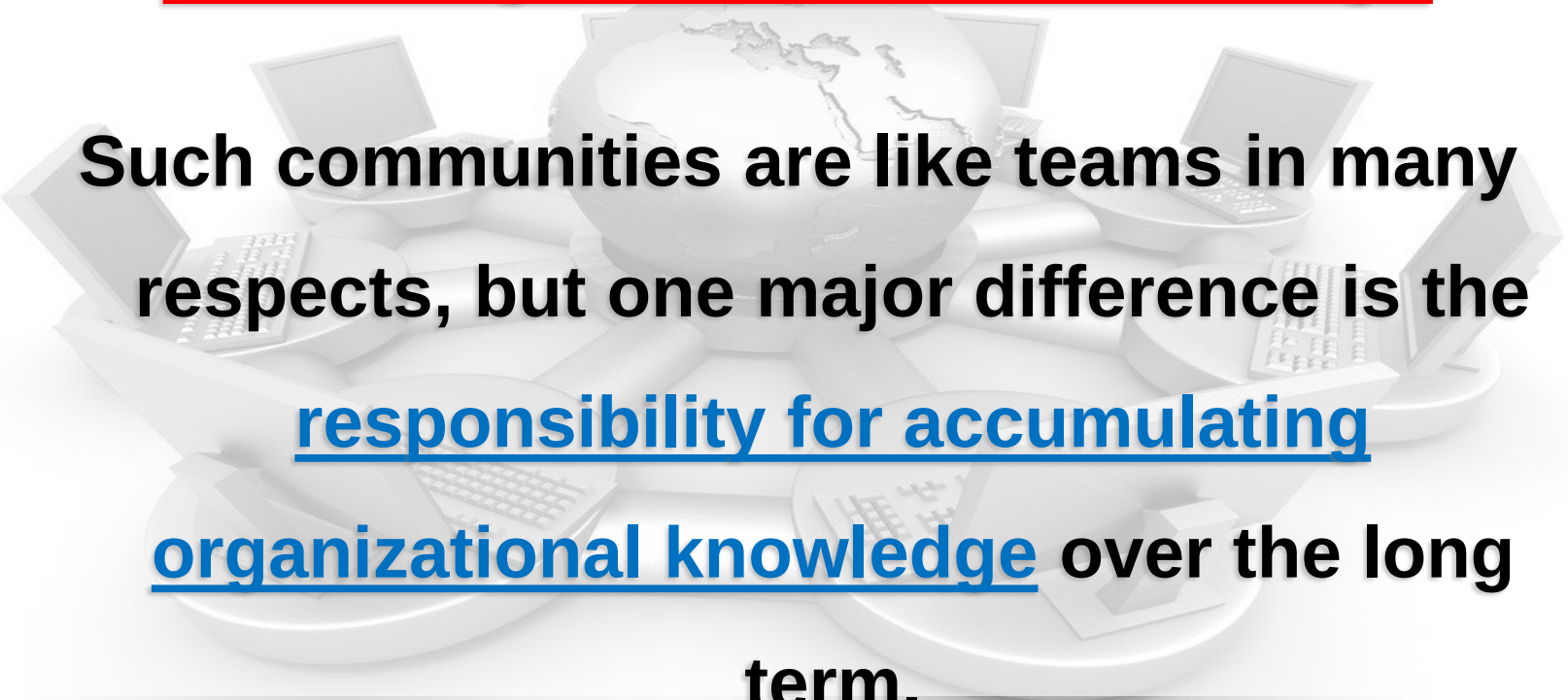
Virtual Communities

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.

Virtual Communities

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.

Virtual Communities

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.

Workplace Feedback



Constructive Destructive

Team Characteristics

Constructive

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



Team Characteristics

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.



Productive Meetings

- **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



Meeting Technology



**Virtual
Teams**

**Virtual
Meetings**

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

Challenges of Virtual Meetings

PLANNING

DILIGENCE

الحرص





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Thank You

