

Assistants, manage and share information with digital tools



AS-29 2 Days (14 Hours)



Description

More than ever, digital tools are among the best ways to optimize teamwork and bring people together around a project. Assistants are at the heart of this problem. at the crossroads of technological solutions and people, today they have a fundamental role in supporting the digital transformation of companies.

Who is this training for ?

For whom

Assistant, Secretary, Executive Assistant, Office Manager.

Prerequisites

None

Training objectives

- Organize and prioritize information by taking into account all flows and the diversity of communication media
- Take advantage of digital tools to strengthen your efficiency and that of the team
- Play your supporting role and involve the team in choosing solutions

Training program

En amont du présentiel

- A self-diagnosis to identify my points of support and the situations to work on.

Mettre en place une organisation fiable, efficace et évolutive

- Take inventory of the information transmitted and received.
- Take into account the diversity of communication media: emails, telephone, Intranet, collaborative spaces.
- Identify best practices for each distribution channel.
- Prioritize information and decide on its management.
- Choose and organize communication media: classification plan, report, procedure , charter.

Tirer parti des outils digitaux pour faciliter la collaboration et l'échange

- Plan and organize an online meeting.
- Share notes and documents in synchronous or asynchronous mode.
- Encourage the emergence of ideas using mind maps or digital walls.
- Create an online questionnaire to collect targeted information, carry out a survey.
- Use webapps to facilitate the organization of an event .
- Make an impression with a video, a tutorial, a word cloud, fun apps.

Jouer son rôle d'accompagnement et impliquer l'équipe

- Position yourself as a 'resource' person for the team.
- Be proactive and find innovative solutions.
- Support changes in practice with pedagogy.
- Involve the team to find the best collaborative solution.

Après le présentiel, mise en œuvre en situation de travail

- Advice every week to implement my action plan.