3 TIPS for Navigating Communication in Today's Workplace

A SMARTER SOLUTION FOR A **SMARTER WORKFORCE.**

With teams working more and more from home, communication in the workplacehas drastically changed. Employees are communicating via email, IM, and Zoom more often, while some organizations are implementing new tools and programs to enhance digital collaboration. Check out these tips that can help you communicate in today's workplace more effectively!
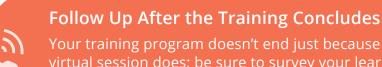
1 — Be Mindful of Virtual Learning Objectives
Establish training goals and customize your training program to fit your team's style and to make it more fun and interactive!

2 — Consider Technology Limitations
Technology can be difficult to navigate, so test your training platform ahead of time, and ensure your virtual training is mobile-friendly.

3 — Follow Up After the Training Concludes
Your training program doesn't end just because your virtual session does; be sure to survey your learners and assess your training effectiveness!

Virtual Meeting Tips

- Mute microphones
- Position your camera
- Limit distractions
- Avoid multitasking
- Prepare materials
- Use polling questions
- Monitor chat box
- Allow for feedback

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