

DIGITAL COMMUNICATION, COLLABORATION AND PARTICIPATION

ADVANCED TOOLKIT

This advanced toolkit contains a range of resources carefully curated to further develop your digital communication, collaboration and participation skills. Select and complete any four from the list below to claim a digital badge.

ACADEMIC BLOGGING

This workshop introduces you to the University's Academic Blogging Service and provides an overview of the benefits of professional blogging, writing for blogs, understanding privacy, copyright and open licensing, and how to amplify your blog with social media. The workshop will also guide participants through the process of setting up a new blog. Links to additional support resources and courses will be provided.

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SOCIAL MEDIA FOR LEADERSHIP

Unlock the power of social media to direct your growth and build a strong personal brand. Join Brian Honigman as he demonstrates how you can engage in social media to drive sales, humanise your department, and be proactive during a crisis. Learn how to effectively cross-promote among your own networks, measure the impact of your efforts and more.

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LEARNING SKYPE

Skype is connecting the world, allowing anyone with an internet connection to call, chat, and collaborate. With its artificial intelligence features like automatic translation, Skype opens up communication across geographical areas. Learn how to use Skype for audio and video conferencing, screen sharing and instant messaging from your office, meeting rooms, in the classroom or at home. Skype is part of Office 365 and is free to staff and students.

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INTRODUCTION TO COLLABORATE ULTRA

This course provides a practical introduction to the new version of Blackboard Collaborate virtual meeting and classroom software. The session will include a hands-on introduction to the Collaborate interface, discussion of roles and etiquette and practice in using the main features of Collaborate. It is aimed at staff and post-graduate research students who will be moderators or presenters in Collaborate sessions.

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YAMMER 2018 ESSENTIAL TRAINING

Yammer is an enterprise social network that helps organisations work smarter and faster. In this course, Gini von Courter takes you through all the essential features of Yammer 2018. Learn how Yammer works and find out how to join or create a Yammer network at the University. Discover how to communicate with colleagues using posts, messages, and chat; collaborate on files; and create and administer groups.

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INTRODUCTION TO WIKIS

A wiki is a collaboration and communication tool. This course provides an introduction to wikis looking at issues to consider when using this tool. Topics covered include searching, creating pages and adding links. Please note that this course is for absolute beginners. If you have experience of editing a wiki this course will be too easy for you and the Making the Most of your Wiki course is likely to be more suitable.

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INTERPERSONAL COMMUNICATION

Communicating effectively isn't an innate talent that some people have and others don't—it's something that anyone can learn and practice. In this course, learn strategies that can help you hone and master your interpersonal communication skills. Join personal branding and career expert Dorie Clark as she shares techniques for getting your message across effectively, and explains how to tackle potential communication challenges with your colleagues and/or supervisor. She also discusses how to grapple with tricky situations, taking you through how to handle interruptions, respond to critical feedback, and communicate across cultures.

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WRITING TO BE HEARD ON LINKEDIN

LinkedIn is the one of the world's largest long-form publishing platforms. Writing on LinkedIn allows you to develop a following, demonstrate expertise in your field, and connect with new opportunities—all at a scale never before possible. But how do you make sure your voice is heard? Daniel Roth, executive editor at LinkedIn, introduces the best practices for writing great posts and offers tips for amplifying your reach on LinkedIn.

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RUNNING A PROFESSIONAL WEBINAR

Join Richard Harrington as he walks through the necessary steps to ensure you run a successful webinar with no technical hiccups. Richard has appeared in front of the camera as a webinar host, as well as directed thousands of hours of live broadcast television. In this course, he offers practical advice for organising, producing, and running a webinar that works with most hosting platforms.

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DIGITAL COMMUNICATION, COLLABORATION AND PARTICIPATION - WORKSHOP

The capacity to communicate effectively in digital media and spaces, participate in digital teams and working groups and build digital networks. This is a 1.5 hour interactive and fun workshop. It is designed to help you analyse and understand what effective digital communication, collaboration and participation looks like, its application to your work and life and investigate ways in which you can develop this digital skill.

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WRITING A COMPELLING BLOG POST

Discover content, structure, and style strategies that will make your blog posts irresistible and keep readers coming back for more. Award winning journalist and writing coach Starshine Roshell shows you how to turn your expertise into concise, passionate, insightful posts that will make people want to follow you. She helps you establish a regular writing practice, develop your voice, and build your brand as well as deal with negative comments.

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