LCHS4007
Digital skills and research methods

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Daily Tasks at Ashford Community Care Centre

- Communication with staff
- Sharing important updates
- Organizing meeting with staff members
- Managing time plans
- Sharing documents and information

Selected Tool – MicrosoftTeams

- Ultimate messaging app for your organization
- A workspace for real-time collaboration and communication
- Meetings, files and app sharing
- All in one place

(Microsoft, 2026)

Why Teams is suitable?

- Easy accessibility
- One platform
- Streamlined documentation
- Immediate updates

(Reilly and Ryan, 2007)

How it Improves Efficiency and Communication

- Quick
- Easy
- Multiple users
- On the go

(Hodge 2022)

Pros and Cons Using Teams at Ashford

Pros:

- Communication
- Messages/files
- Paper trail
- Instant updates

Cons

- Changing culture
- Technical difficulties
- Training
- Non-compatible devices

(Reedy and Parker, 2018)

(Buchal & Songsore, 2019; Henderson et al., 2020; Martin & Tapp, 2019)

Recommendations

- Management communication
- Staggered rollout
- Staff training
- Well equipped staff
- Wi-fi availability
- Support / troubleshooting
- App becomes the hub

(Reedy and Parker, 2018)

Thank you for listening

Reference List Entry

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