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Module code: LCHS4007
Module Title: Digital Skills and Research Methods
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Assignment title: Staff Communication



GROUP POWERPOINT PRESENTATION

WORKPLACE TASK: STAFF
COMMUNICATION

MICROSOFT 365 TOOL: MICROSOFT
TEAMS

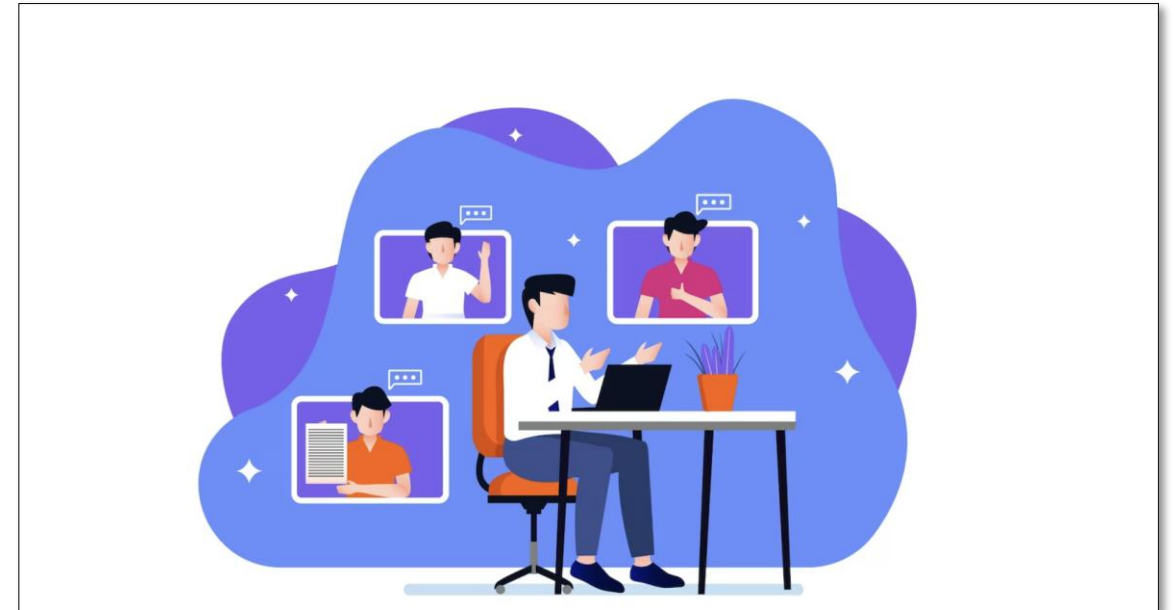
STAFF COMMUNICATION AT RIVERDALE NURSING HOME

- Coordinates carers, nurses, and administrative staff.
- Supports communication across two separate buildings.
- Ensures effective information sharing between shifts.
- Reduces misunderstandings and duplicated workplace tasks.
- Effective staff communication promotes safe, consistent resident care delivery (Hartmann *et al.*, 2018).



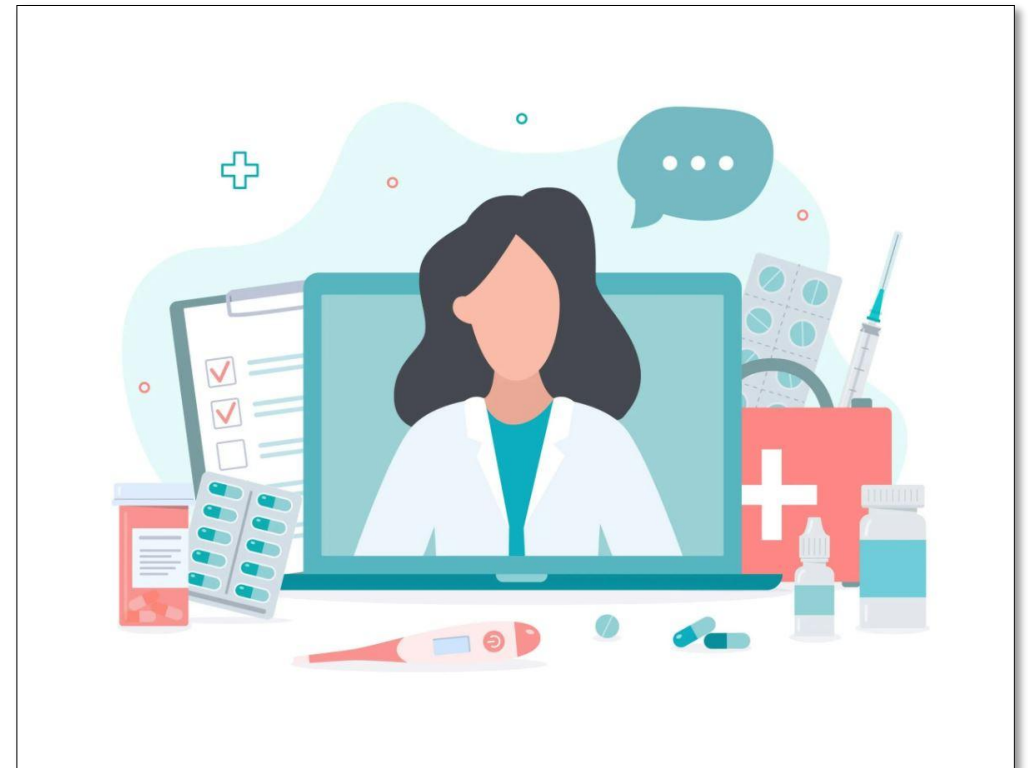
MICROSOFT TEAMS AS THE RECOMMENDED TOOL

- Microsoft Teams supports instant workplace communication (Melati, 2025).
- Combines messaging, meetings, and file sharing.
- Enables collaboration across multiple departments easily.
- Accessible through desktop and mobile devices.
- Centralises communication within one secure platform (Microsoft. 2026b).



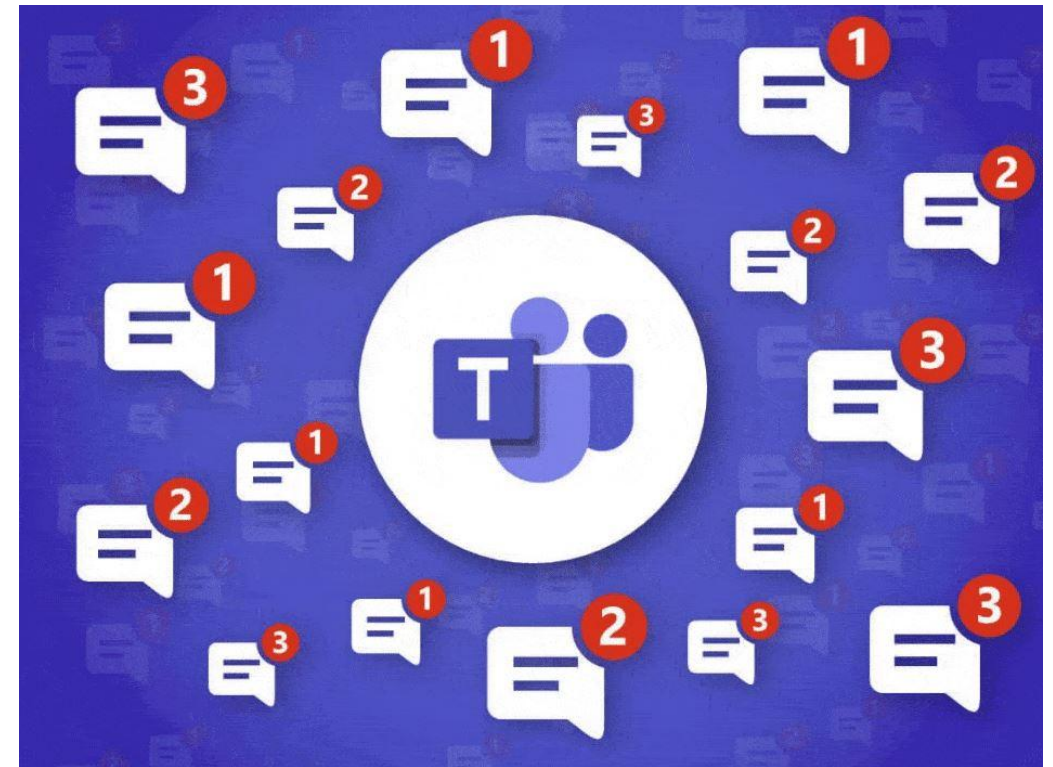
WHY MICROSOFT TEAMS IS SUITABLE?

- Enables real-time communication between all staff (Ilag, 2020).
- Supports rapid sharing of important updates.
- Facilitates effective shift handover communication processes.
- Connects employees working across separate buildings.
- Improves teamwork and workplace collaboration (Microsoft. 2026b).



IMPROVING EFFICIENCY AND COMMUNICATION

- Reduces delays in information sharing processes (Melati, 2025).
- Minimises missed messages between staff members.
- Provides instant notifications for urgent updates.
- Supports faster decision-making and coordination activities (Melati, 2025).
- Enhances continuity of care delivery.



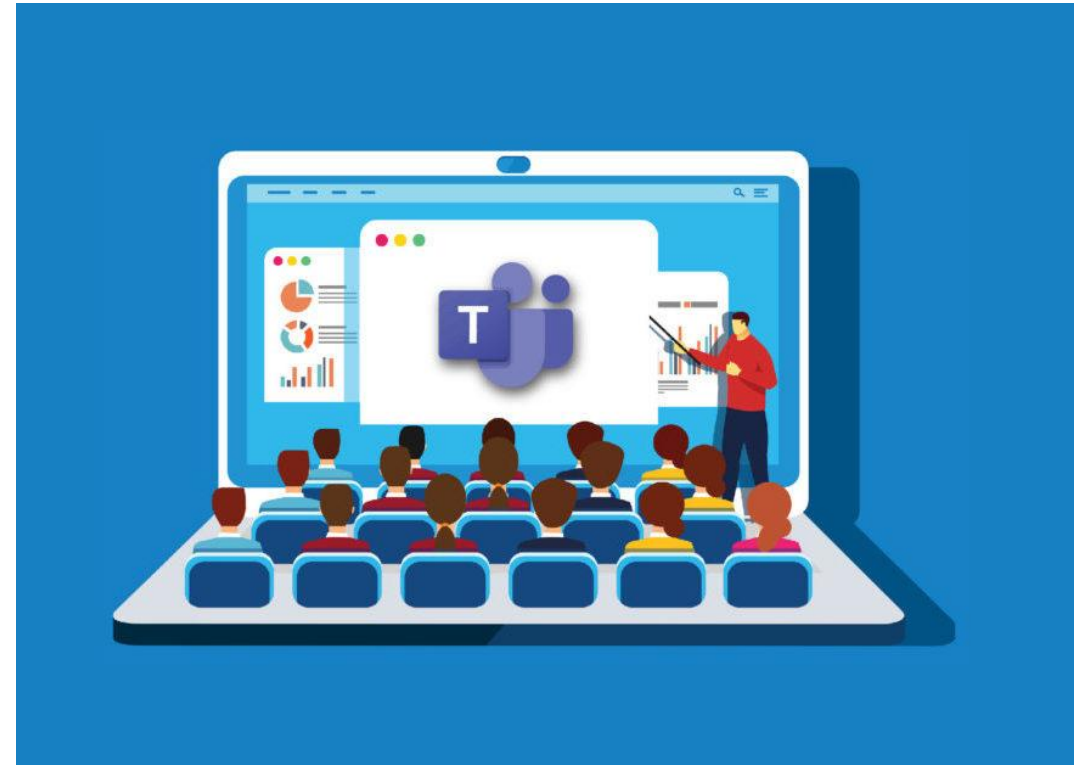
ADVANTAGES AND LIMITATIONS OF MICROSOFT TEAMS

Advantages

- Supports communication from any location remotely.
- Integrates with other Microsoft 365 applications (Microsoft. 2026b).

Limitations

- Staff may require training before adoption.
- Group chats limited to 250 participants.
- Some advanced features restricted in larger groups (Microsoft. 2026a).



REFERENCES

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