

LCHS-4007: DIGITAL SKILLS AND RESEARCH METHODS

GROUP MEMBERS NAME AND NUMBERS

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OUR TOPIC : STAFF COMMUNICATION AND DAILY UPDATES.

OUTLINE

1. WHAT THEIR CHOSEN WORKPLACE TASK INVOLVES [S]
2. WHICH MICROSOFT 365 TOOL THEY SELECTED [S]
3. WHY THIS TOOL IS SUITABLE FOR THE TASK [LA]
4. HOW IT IMPROVES EFFICIENCY OR COMMUNICATION [LA]
5. ADVANTAGES AND LIMITATIONS OF USING THE CHOSEN TOOL [LI]
6. RECOMMEND HOW ASHFORD CAN IMPLEMENT THESE CHANGES [LI]

WHICH MICROSOFT 365 TOOL THEY SELECTED

- ASHFORD COMMUNITY CARE SERVICE CHOOSE MICROSOFT OFFICE FOR THEIR STAFF COMMUNICATION AND DAILY UPDATES.
- **MICROSOFT TEAMS** IS A DIGITAL WORKPLACE PLATFORM DEVELOPED BY MICROSOFT THAT BRINGS TOGETHER **COMMUNICATION, MEETINGS, FILE SHARING AND COLLABORATION** IN ONE ENVIRONMENT.**MICROSOFT (2026)**
- DIGITAL COLLABORATION TECHNOLOGIES CAN INFLUENCE HOW WORKPLACE TEAMS COMMUNICATE, COLLABORATE AND PERFORM (LANE ET AL., 2024).



HOW IT IMPROVES EFFICIENCY OR COMMUNICATION

- CLEAR COMMUNICATIONS, STRONG TEAMWORK.
- EFFIECY WORKING SMART AS A TEAM.
- SUBMITTING WORK ON TIME
- COMMUNICATION GUIDELINES, BEING CLEAR WORKING TOGETHER AS TEAM. RESPECTING EACH OTHER.
- SHARED CONCERNS EARLY AND CONSTRUCTIVELY.
- MICROSOFT TEAMS YOU CAN SEE OR VIEW YOUR PRESENTAIONS EFFICIENCY BY TRANSFORMING SLIDES.

ADVANTAGES AND LIMITATION OF USING THE CHOSEN TOOL

- ADVNTGES OF USING MICROSOFT TEAMS:
- EASY COMMUNICATION, USERS CAN COMMUNICATE QUICKLY THROUGH MESSAGES, VIDEO CALLS AND GROUP DISCUSSIONS.
- SUPPORTS TEAMWORK: GROUP OF PEOPLE CAN WORK TOGETHER ON SHRED DOCUMENTS ND PROJECTS.
- ACCESSIBLE: IT CAN BE ACCESSED FROM DIFFERENT ACCOUNTS AS LONG THERE'S AN INTERNET.
- REAL TIME COLABRATION: TEAM MEMBERS CAN EDIT AND SHARE FILES. FILE SHARING AND COLLABORATION IN WORD: (MICROSOFT, N.D.)

RECOMMEND HOW ASHFORD WILL IMPLEMENT THIS CHANGES

**ASHFORD CAN SUPPORT TEAM COLLABORATION BY PROVIDING A SHARED
DIGITAL ENVIRONMENT.**

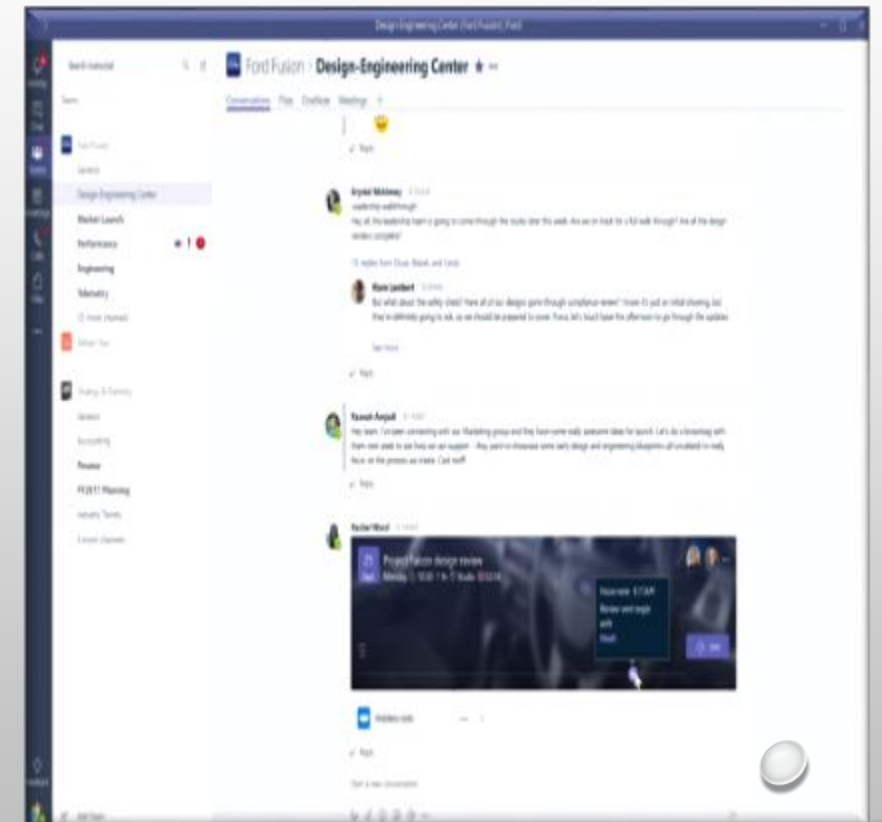
**PROJECT TEAM → TEAMS CHANNEL → DISCUSSION → SHARED DOCUMENTS
→ ONLINE MEETING → COMPLETED PROJECT. MICROSOFT TEAMS:
(MICROSOFT, 2026)**

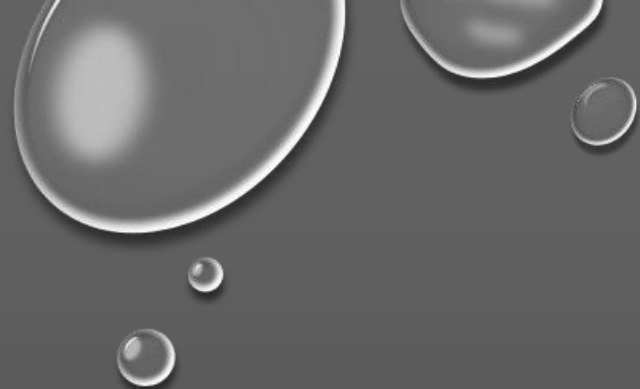
PEOPLE, PROCESS BD TECHNOLOGY IMPACTS

ROLES AND RESPONSIBILITIES

**DEVELOP A IMPLEMENTATION PLAN WITH DEFINED TIMELINES AND
RESPONSIBILITIES.**

GATHER FEEDBACK AND MAKE FURTHER IMPROVEMENTS WHERE REQUIRED





REFERENCES

- **MICROSOFT (2026)** MICROSOFT TEAMS FOR EDUCATION. MICROSOFT LEARN. AVAILABLE AT: [MICROSOFT TEAMS FOR EDUCATION](#) (ACCESSED: 7 OCTOBER 2026).
- **LANE, J.N., LEONARDI, P.M., CONTRACTOR, N.S. AND DECHURCH, L. (2024)** 'TEAMS IN THE DIGITAL WORKPLACE: TECHNOLOGY'S ROLE FOR COMMUNICATION, COLLABORATION, AND PERFORMANCE', *SMALL GROUP RESEARCH*, 55(1). DOI:10.1177/10464964231200015.
- **MICROSOFT (2026)** OVERVIEW OF TEAMS AND CHANNELS IN MICROSOFT TEAMS. 7 AUGUST. AVAILABLE AT: [URL] (ACCESSED: 9 OCTOBER 2026).
- **MICROSOFT. (2025, SEPTEMBER30).** AI AND MICROSOFT TEAMS AND CHANNELS IN MICROSOFT TEAMS: A NEW ERA OF COLLABORATION . MICROSOFT COMMUNITY. [HTTPS://TECHCOMMUNITY.MICROSOFT.COM/BLOG/MICROSOFTTEMSBLOG](https://techcommunity.microsoft.com/blog/microsoftteamsblog)
- **1. MICROSOFT (2026)** WHAT IS MICROSOFT TEAMS? MICROSOFT SUPPORT. AVAILABLE AT: [HTTPS://SUPPORT.MICROSOFT.COM/EN-GB/TEAMS/PLATFORM/WHAT-IS-MICROSOFT-TEAMS](https://support.microsoft.com/en-gb/teams/platform/what-is-microsoft-teams) (ACCESSED: 9 OCTOBER 2026).
- **MICROSOFT (N.D.)** COLLABORATE IN WORD. MICROSOFT SUPPORT. AVAILABLE AT: [HTTPS://SUPPORT.MICROSOFT.COM/EN-US/WORD/TRAINING/COLLABORATE-IN-WORD](https://support.microsoft.com/en-us/word/training/collaborate-in-word) (ACCESSED: 9 OCTOBER 2026).
- **3. MICROSOFT (N.D.)** HOW TO IMPROVE YOUR INTERNET CONNECTION FOR BETTER CALL QUALITY IN MICROSOFT TEAMS. MICROSOFT SUPPORT. AVAILABLE AT: [HTTPS://SUPPORT.MICROSOFT.COM/EN-GB/TEAMS/TROUBLESHOOTING/HOW-TO-IMPROVE-YOUR-INTERNET-CONNECTION-FOR-BETTER-CALL-QUALITY-IN-MICROSOFT-TEAMS](https://support.microsoft.com/en-gb/teams/troubleshooting/how-to-improve-your-internet-connection-for-better-call-quality-in-microsoft-teams) (ACCESSED: 9 OCTOBER 2026).
- **PROSCI (N.D.)** THE PROSCI ADKAR® MODEL. AVAILABLE AT: [HTTPS://WWW.PROSCI.COM/METHODOLOGY/ADKAR](https://www.prosci.com/methodology/adkar) (ACCESSED: 9 OCTOBER 2026).

ANY
QUESTION

