

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

(Microsoft, 2026)

SELECTED TOOL – MICROSOFT TEAMS



ULTIMATE MESSAGING
APP FOR YOUR
ORGANIZATION



A WORKSPACE FOR
REAL-TIME
COLLABORATION AND
COMMUNICATION



MEETINGS, FILES AND
APP SHARING



ALL IN ONE PLACE

Why is Teams suitable

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

(Reilly and Ryan,2007,p4)

How it Improves Efficiency and Communication

- Quick
- Easy
- Multiple users
- On the go

Pros and Cons Using Teams at Ashford

Pros

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

Cons

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

(Killien , 2017,pp.29-44)

(Cheuk and Reedy,2017,pp.169-172)
(Buchal & Songsore , 2019; Henderson et al., 2020; Martin & Tapp, 2019,p365)

Recommendations

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

(Cheuk and Reedy,2017,pp.169-172)



Thank you for
listening

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