

Technical Tools and Resources for collaboration and synergy



Padlet

Create digital bulletin boards for various purposes, such as brainstorming ideas, collecting feedback, and sharing resources within your work team. Padlet allows you to collect and organize all sorts of information in one easily accessible place.



Google Voice

Google Voice is a convenient and affordable way for direct service professionals to manage their communication with clients while maintaining privacy. Google Voice will provide an alternate local area code number for you to call and text with clients without needing a work phone.



Sharepoint

SharePoint is a web-based platform from Microsoft designed for collaboration on shared documents and information management. This program allows you to centrally store important documents that will be used by multiple team members, and it integrates seamlessly with other Microsoft 365 products like Word, Excel, PowerPoint, Forms, and Teams.



Google Docs

Google Docs is a free, web-based word processor that lets you create, edit, and collaborate on documents with others. There's also an offline extension that allows you to work on the document without an internet connection, and then syncs the changes when you reconnect to the internet.



Trello

Trello is a project management tool that uses a visual approach to organize tasks and workflows. Trello cards can hold various details like descriptions, checklists, attachments (files, images, links), due dates, and labels for easy categorization. You can assign tasks and make comments to keep up with progress.

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