MANAGING AND SHARING INFORMATION

Introduction

Welcome to Managing and Sharing Information. Skills in using digital tools are essential for today's busy professional. In the workplace, productivity, presentation and collaboration tools can help you get the most out of every day to do your job more efficiently. This module will show you tools that can empower you to work smarter by providing you with the mobility to manage, store and share information seamlessly.

In this module:

- You will learn about digital tools that can help you to keep up to date with industry updates and manage information more effectively.

- You will learn about digital tools that can help you to produce professional documents collaborate and share information in your workplace.

Staying up to date

Stay in the loop with industry updates, employment and training opportunities and networking events to give yourself a professional edge. These tools make it easy.

RSS feeds

Get notifications about content that interests you, as soon as it is published. By subscribing to an RSS feed you can be alerted when there are updates to industry blogs and websites. Look for the orange RSS symbol or a link to subscribe via RSS.

Watch the following video on how RSS feeds work (http://bit.ly/2sfrVPT)

RSS feed readers

To organise your RSS feed display, an easy way to organise RSS feeds and your favourite industry sources is to find the right feed reader. Feed Readers act as a conduit which allow you to grab the RSS feeds from various sites and display them for you to read and use. Feedly is a popular feed reader.

Watch the following video on to start using Feedly (http://bit.ly/2sfj3d7)

Social media aggregators

How many hours of your day do you spend keeping track of your social media accounts? Being active on social media can be time consuming. The best way to streamline your accounts and updates is to consolidate them into one, manageable place known as an aggregator. A popular social media aggregator is Hootsuite (https://hootsuite.com/)

Watch the following videos on a dashboard overview of Hootsuite (https://youtu.be/WVFNmBWAjC4) and adding a social network using Hootsuite (https://youtu.be/-TRevBcPKIQ)

Web alerting services

Get details about new websites, newsletters and relevant topic updates by subscribing to emails. Most websites have an option for you to subscribe to their newsletter, or sign up for email alerts.

Websites

Go to these websites to have a look at how you can sign up for alert services

The Organisation for Economic Co-operation and Development (http://www.oecd.org/)
Australian Bureau of Statistics (http://www.abs.gov.au/)
Australian Policy Online (http://apo.org.au/)
Marketing Magazine (https://www.marketingmag.com.au/)

Collecting Information

In the workplace, how will you find, organise and share the content that is relevant to your role? Collating sources can help you to achieve business objectives, network and build relationships. There are tools available to simplify how you select, collect and share your digital resources. A popular example is Pinterest (https://about.pinterest.com/en-gb)

Identify key points

Now you've compiled your sources, it's time to contextualise the information to suit your target audience. Highlighting the most important parts of the content adds value, and shows that you understand the key message. Read the following article and think of two key points from it.

The rise of soft skills: Why top marks no longer get the best jobs (http://bit.ly/2sojuRp)

Note taking

Whether you're taking notes in meetings, gathering information, setting up a task list or brainstorming – note-taking can help you stay organised. Have you considered a note-taking tool? They go beyond pen and paper and allow you to store them online, share and sync across devices. Evernote is a popular option for organising your notes. Have a look at the video and see how it can be used to organise your note taking!

Watch the following video about Evernote presented in an animated Infographic (http://bit.ly/2qBMV61)

SHARING INFORMATION

Whether you are reporting to management or working as part of a team, it is important that you present data and facts clearly, in an attractive and professional way. Throughout your degree you have been using PowerPoint or Microsoft Word. But it is time to up your game.

"Static data — statistics alone — will persuade few. The visualization must communicate a situation that is having an impact and warrants a thoughtful decision. The visualization has to show some kind of movement. Something needs to happen. In short, the visualization needs to tell a story"- Quote from Gartner Analyst, Martin Kiln

Data visualisation

Data is powerful, if you actually understand what it is telling you. Representing data in a visual context can help people understand its significance. Use visualisation, to make sense of it faster, and notice interesting patterns easier.

Compare the visual data (https://visual.ly/community/Infographics/sports/bumps-bruises-and-breaks?utm_campaign=website&utm_source=sendgrid.com&utm_medium=email) and the raw data (http://bit.ly/2sf6Zsb).
See the difference!

Tools

There are numerous tools for creating infographics and charts to help you transform boring statistics into data that tells a story. The next page provides some recommended tools that you may like to start using.

PiktoChart (https://piktochart.com/)

Google Developer Charts (https://developers.google.com/chart/)

Infogram (https://infogram.com/)

Collating ideas and collaborating online

You may be working in different teams and communicating with colleagues from different parts of the world as an employee. The use of collaboration tools can highlight your professional abilities. Padlet is a great collaborative tool for brainstorming, mind mapping, presenting or sharing ideas in groups.

Watch the following video on an introduction to Padlet (https://youtu.be/U3P5QySmLeU)

Cloud storage

Sync your programs and save files to a drive on your computer that will be stored in the 'cloud' and is accessible from multiple devices, from wherever you have an internet connection. Have you been using OneDrive for Business at Deakin? It is available via Deakin Sync, and one example of a cloud storage option.
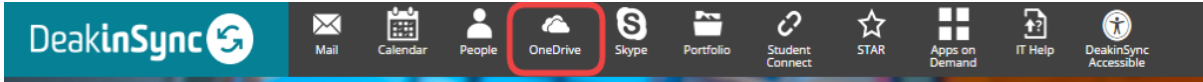
Learn more about OneDrive (http://bit.ly/2rcK6Hu) and how to Share OneDrive Files and Folders (http://bit.ly/2rqrmF3)

Once you leave Deakin, you will no longer be able to access OneDrive for Business that was accessible via Deakin Sync. However you can still look at options like Dropbox (https://www.dropbox.com) and Microsoft OneDrive (http://bit.ly/2rcqQtw)

The Best Cloud Storage and File Sharing Services of 2020 (http://bit.ly/2qCaiMS)

Conclusion

Digital tools available freely on the internet can discontinue or become obsolete over time. It is important you always back up and continuously update your knowledge of new tools. Download the Top 200 Tools for Workplace Learning (https://www.toptools4learning.com/) to help you stay in the loop!