indispensable tools for
your digital workplace.

ausy
by randstad.

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Your tooling landscape is always part of a broader digital workplace strategy.

Sitting around a table together to discuss something, quickly dropping by to pick up a document, or chatting at the coffee machine: in a digital workplace, you need to connect people online in the best possible way. There are lots and lots of tools available today that allow your employees to work (together) flexibly and efficiently.

Of course, not all of these tools are suitable for every occasion. It is important to identify your precise needs and make decisions based on them.

A good tooling landscape is essential to make your digital workplace really work. However, merely buying tools or technology will not result in sustainable benefits in the long run. Your tooling landscape is always part of a broader digital workplace strategy; it's tailored to your business goals, departmental needs and corporate culture.

what about the cloud?

Let's start at the beginning. The digital workplace and cloud solutions go hand in hand, and cloud hosting has become more popular in recent years. Online collaboration via collaboration platforms such as Google Workspace or Office 365 significantly facilitates collaboration from different locations.

If you're not yet familiar with these tools, here's the deal: by logging in to these platforms, colleagues can access your company data using a browser on a company's or their own device.

This is really quite useful, because:

→ Multiple people can collaborate simultaneously on a document (in your own corporate style, if necessary). You can see who has made which changes, and everything is saved automatically.

→ You have lots of storage space where you can save all your data and documents.

→ You can decide who has access to which folders or files thanks to access management, and you can allocate custom editing rights within those structures.
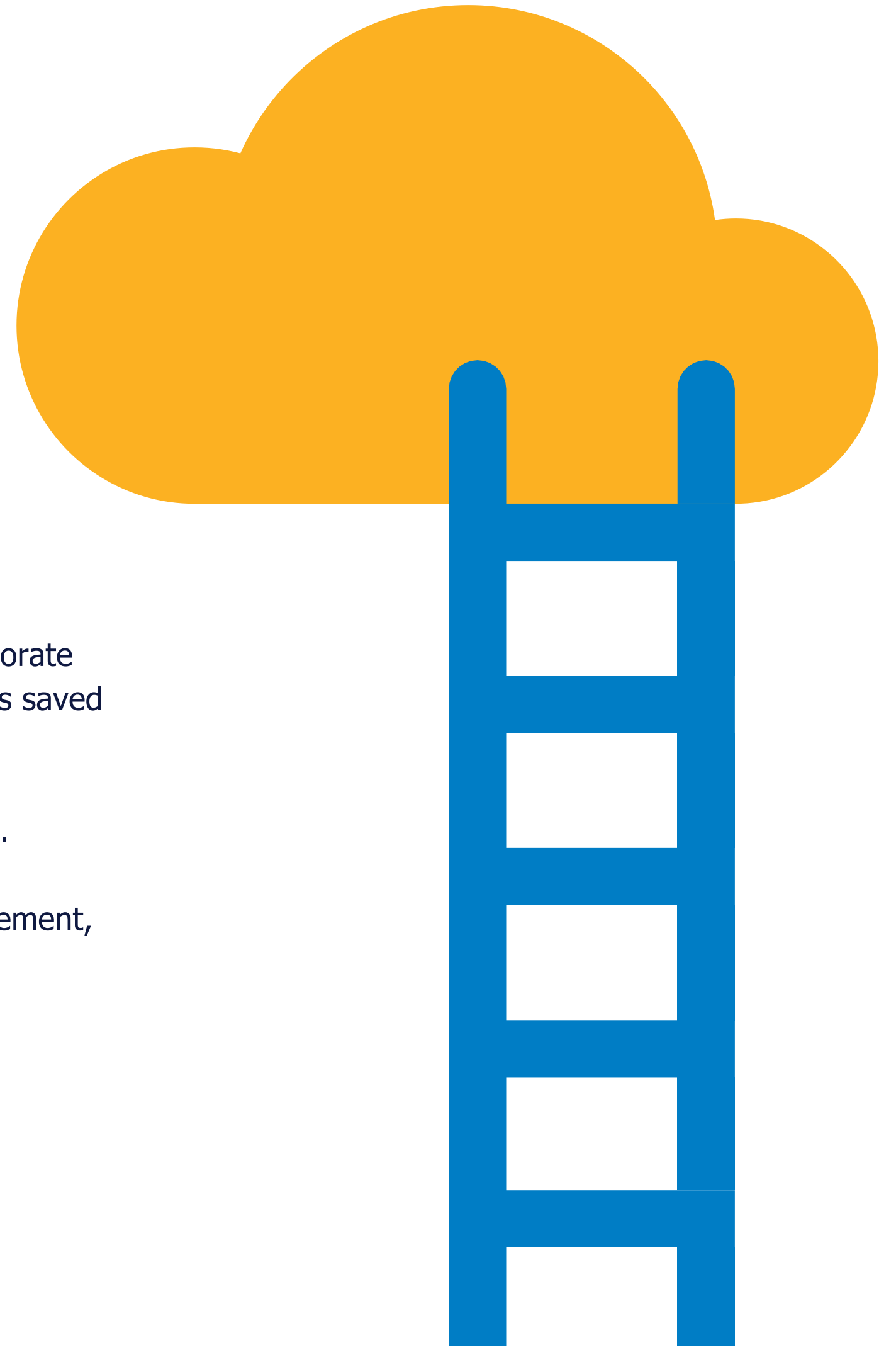
A major advantage of the cloud in hybrid work situations?

Speed, but also availability: systems can't shut down in the cloud, and you're always working with the latest software version.

Let's take a closer look at that claim. When your data are on premise, you rely on the bandwidth of your internet provider.. When your data are in the cloud, you get to make the most of the gigantic bandwidth of the cloud provider. In other words: when all your colleagues are trying to access on-premise data while working from home, for example, things will run a lot slower than when everyone is at the office.

The choice is obvious, right?! Unfortunately, we can't just walk around with our heads in the cloud: yet again, there are security issues to consider.

For example:

→ Accounts can be hacked. Once again, multi-factor authentication offers a solution, as does encryption.

→ Which data do you need to back up? And how often should you do so?

→ Which policies do you apply to external devices?

Yet more food for thought!

google vs microsoft.

Whether you choose Google Workspace or Office 365, your employees will have all the software they need to do their jobs easily and well. Depending on your needs and goals, you can add additional communication and collaboration tools to both solutions, but more about that later.

Both Google Workspace and Office 365 are guaranteed to boost your organisation's productivity with convenient features for emails and calendaring, as well as for saving, working on and sharing documents, presentations and spreadsheets. Both packages have the necessary add-ons and extensions. But Google Workspace often has an edge thanks to its integration with Gmail.

communication and cooperation.

Both Microsoft and Google come with their own communication tools so that you do not necessarily have to incur additional costs in this area. Microsoft Teams is a versatile and powerful tool for conversing and sharing information. On the Google side, you will find Google Meet and Google Chat. The different functionalities of both tools go beyond video calling.

storage.

You can safely store and share your files in Office 365 via OneDrive and in Google Workspace via Google Drive. Both tools allow you to collaborate with multiple colleagues in the same files. Google Drive is also linked to the other Google apps (Gmail, Google Docs, Google Sheets, etc.), while OneDrive is integrated with the Office 365 apps (Microsoft Outlook, Word, PowerPoint, etc.).

desktop or browser.

Google Workspace works in a web browser. Office 365 has a desktop version as well as a web version - but the latter contains significantly less functionality than the desktop variant. The advantage of working in a browser for your digital workplace? Your employees can work on almost any device and are not dependent on a fixed computer.

Google

Microsoft
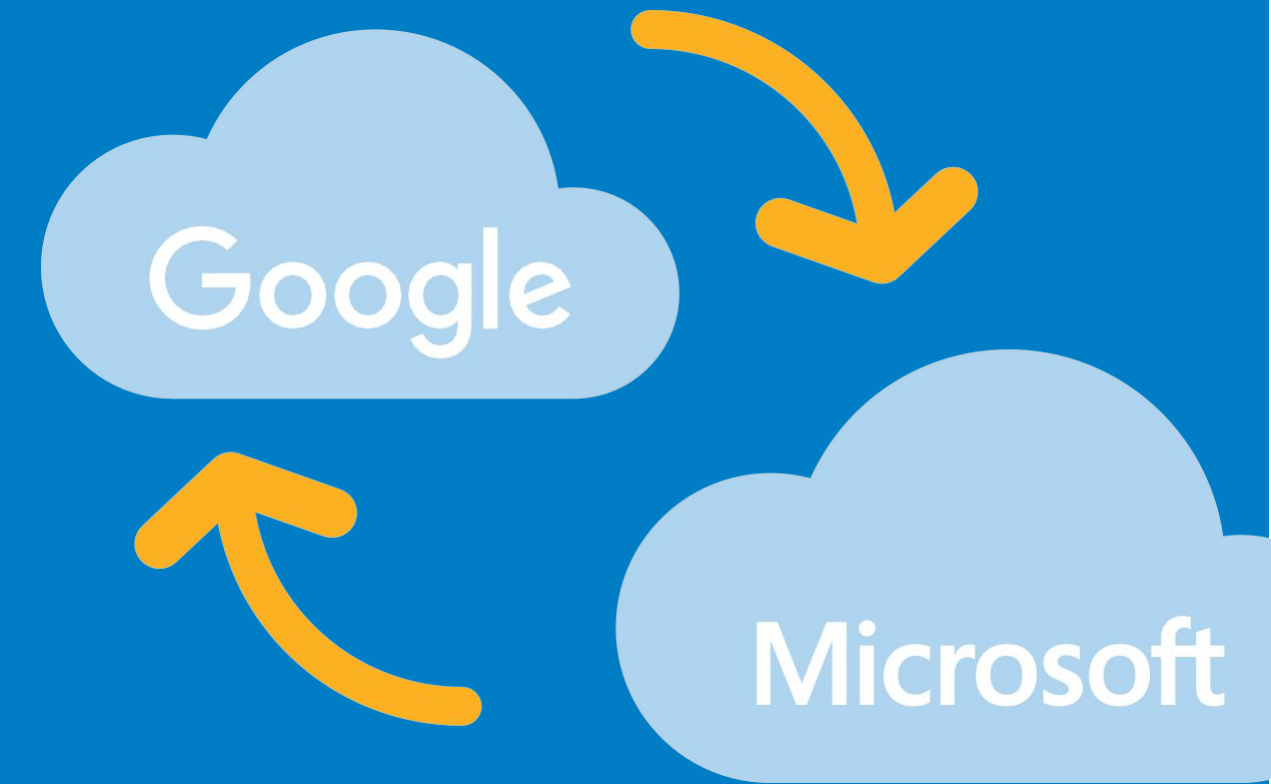
online meetings and exchanging information.

meetings without a hitch.

Skype, Zoom, Google Meet, BlueJeans: all these tools probably ring a bell.

Did you know that Zoom is particularly convenient if you want to give a live update to the entire company simultaneously? But it takes a little while to get set up, so Google Meet might be the better option for a quick status update.

When choosing the right software for video calls, you should first map out exactly what you want to do with it. Among other things, you should look at how many people must be able to access the platform simultaneously, what actions and interactions must be possible and what level of security is required.

fast communication tools.

Here, too, you should think about what exactly you want to achieve with your tool. What kind of information needs to be shared? Is it important that colleagues are allowed to connect with each other? Do external parties also need access?

When it comes to communicating efficiently, the all-in-one tool Slack is undoubtedly one of our personal favourites:

Microsoft Teams, Fleep and Troop Messenger also offer similar alternatives.

→ you can talk to multiple colleagues and external parties via (private) channels

→ direct messages allow you to quickly check in with a colleague — say goodbye to that overflowing mailbox

→ video calls and screen sharing are also easy to set up

→ if you're chatting informally with others, a great set of emojis can help liven up the conversation (allowing you make up for the lack of body language to some extent)

→ Slack also offers integration with lots of other tools, enabling you to work super smoothly while keeping a clear overview

What do all these tools have in common? They not only allow the sharing of relevant business information; they also increase engagement and interaction. Some tools even mimic today's public social media. This is also known as enterprise social networking. Your own employees have access to their dashboard and can:

→ share messages

→ leave comments

→ tag colleagues

→ create groups or channels

→ look up colleague's contact details

The intranet is also evolving more and more into a social intranet, where at least the same actions as described above are possible. This is helping the intranet to get rid of its stuffy image. Information sharing is no longer one-way, quite the contrary. Happeo and Jive are two examples of intranet software.

don't forget the coffee chat.

Contact with colleagues is an essential part of a typical working day at a physical office. A simple "good morning!", a lively lunch or quick catchup over a coffee: all that falls by the wayside when colleagues are working from different locations.

The risk? Social isolation and losing touch can lead to reduced motivation. With the right communication tools, your teams not only work together smoothly and professionally, but they can also use them to chat or mess about — in other words: to keep that connection with colleagues alive.

How, you ask?

First of all, colleagues can chat with each other face to face — just like the old times! But on top of that, you can also create informal rooms or channels where people can become obligation-free members. A channel to swap lunch recipes? A channel with a new joke of the day every morning?

Or a channel to discuss the weekend's match results? It's all possible!
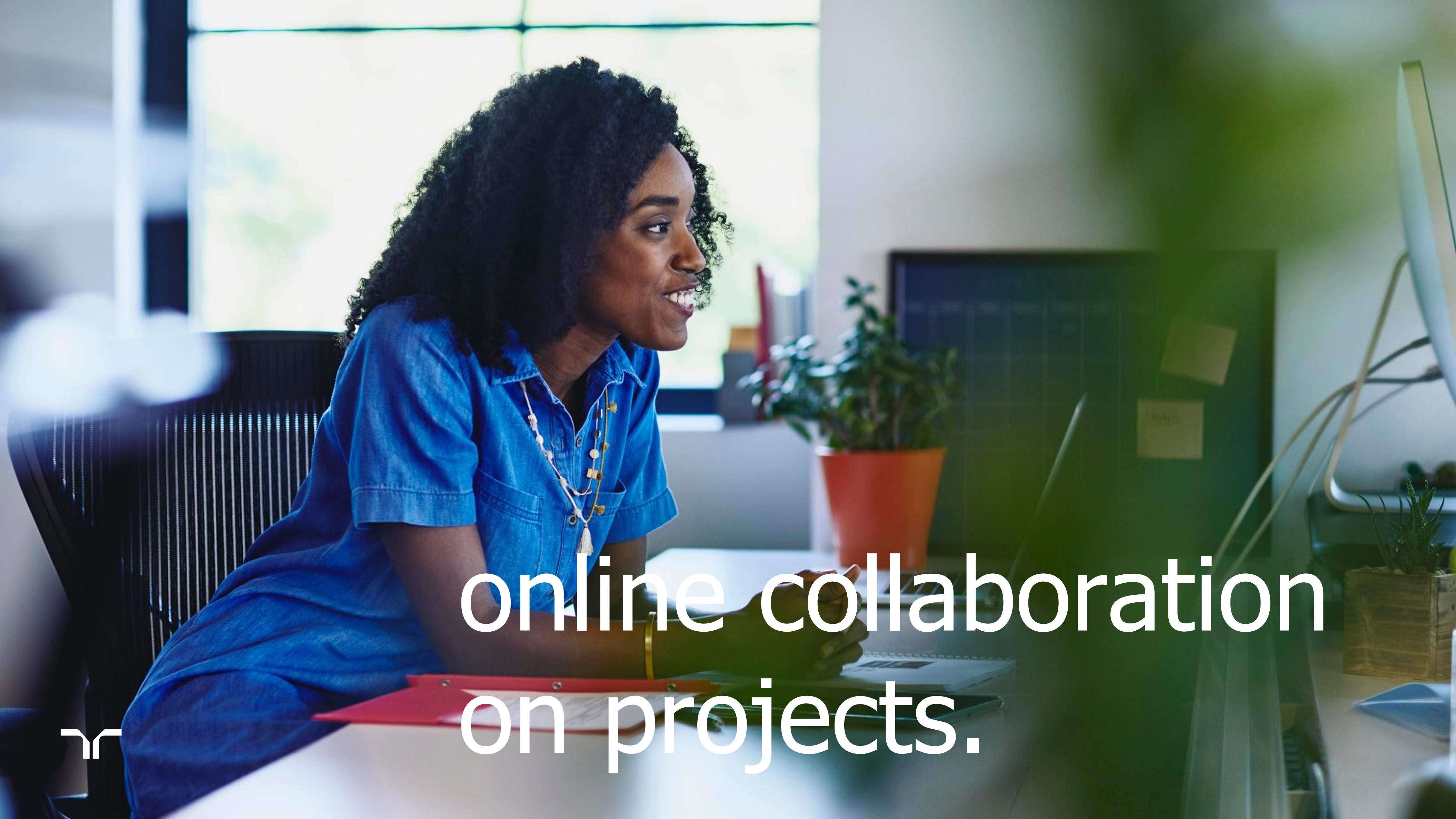
online collaboration on projects.

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The choice of a particular tool will depend on the type and size of the predominant projects in your company.

Where did you save that one file you need? Who has been allocated which to-do list? And what was the deadline again? All your employees must be working on many different projects, together with colleagues from other departments or even other countries. Sharing a document with the meeting notes or quickly creating a digital to-do list is not enough to make your project a success.

Several useful tools on the market facilitate transparent work and help your teams meet their goals within a specific deadline. The choice of a particular tool will depend on the type and size of the predominant projects in your company.
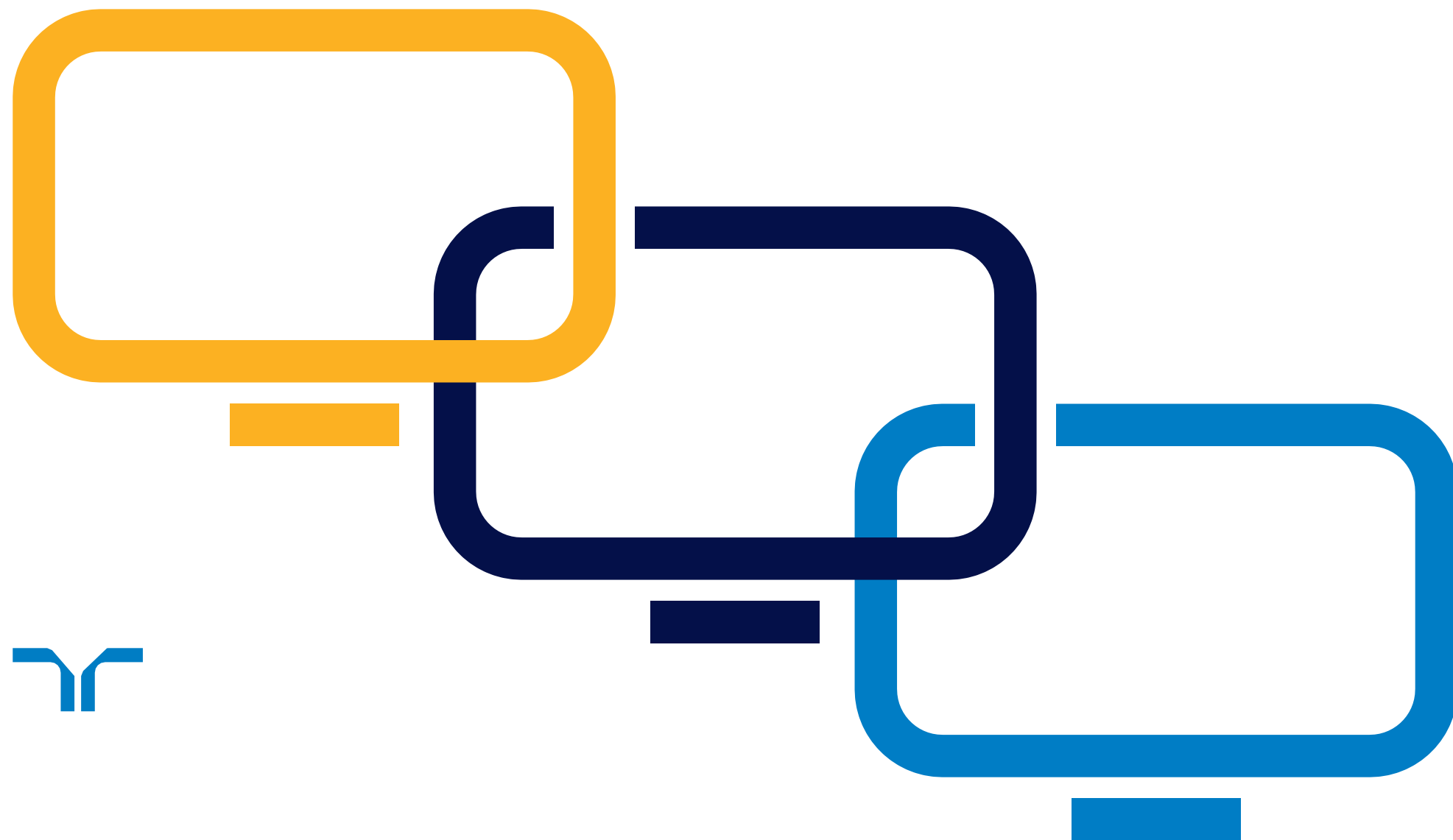
Digital brainstorming? This can be done by writing down all your ideas on a Google Jamboard, for example. At the end of the session, you can simply share the Jam with all the right people as a document via Google Workspace.

Tools such as Trello and Jira enable you to set up a digital whiteboard for every project, including deadline management, priority management, document links, comments and much more.

Platforms such as Asana and Monday offer the same functionality but are more advanced. From reporting on the progress of projects and insights into your team's workload to automating certain tasks: efficiency and speed are paramount.

digital brainstorming?

proper IT support is indispensable.

Remote support is an essential part of your digital workplace. In case of questions or problems, the ability to fall back on a team of IT professionals is a godsend. They can solve problems remotely and ensure that all the proper steps are taken in terms of security.

## here's just some idea of what they can do for you:

→ help colleagues who have forgotten a password

→ solve sound issues during online meetings

→ solve problems with the printer

→ provide support for and participate in ICT projects

→ deliver new hardware on site

→ manage and maintain information systems

→ secure small to medium-sized networks

evolve into an
efficient digital workplace.

A digital workplace strategy, with an adapted and scalable tooling landscape, allows your employees to communicate, connect and collaborate. Satisfaction and productivity increase, which benefits your business goals in all respects.

Are you wondering which strategy or tools are suitable for your digital workplace? Do you have concrete needs in terms of support? David is happy to look into it with you!
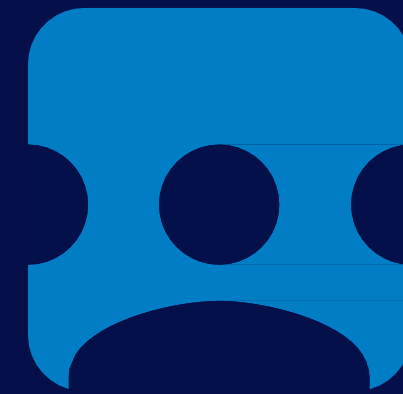
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