

# CONSULTANCY CHALLENGE

BREAKTHROUGH TO INTERNATIONAL MARKETS



## ONLINE COLLABORATION TOOLS FOR REMOTE WORKING

Working remotely is part of modern life, we have the ability to work in teams with members from across the world. The Consultancy Challenge allows you to develop the skill of working with people from different geographical locations, you will be in mixed teams, which means you will have to work together and learn how to complete tasks without physical meetings.

Therefore, we have created a list of useful collaboration tools to help support you in the development of this skill. This is a guidance list, all the tools have different functions and every team will have a different preference, so its up to you which tools you use.

### TEAM COMMUNICATION

Slack  
Google Chat  
Facebook  
Whats App  
WeChat



### PROJECT MANAGEMENT

Trello  
Todoist  
Airtable  
BaseCamp



### FILE MANAGEMENT

Google Drive/Docs  
One Drive  
Sharepoint  
WeTransfer



### ORGANISING MEETINGS AND VIDEO

#### CHAT

Email Calendar  
Doodle  
Join.me  
Skype  
Zoom  
Google Hangout  
Appear.in



*If you prefer to use a tool which is not on the list that is fine, whichever tool gets the job done!*

Please note, the listing of these tools does not mean endorsement, but simply a suggestion of current industry leaders. Therefore, we are not equipped to help you with any financial costs involved in using these tools..