VEHUB4YOU
VIRTUAL YOUTH BUSINESS HUBS INTERNATIONAL NETWORK

ERASMUS+ VEHUB4YOU:
VIRTUAL YOUTH BUSINESS HUBS INTERNATIONAL NETWORK

RISEBA University of Applied Sciences

The University of Foggia (UNIFG)

Mingachevir State University (MSU)

Kyiv National University of Technology and Design (KNUTD)

Kyiv Education, Training and Youth Centre (KETY)

The Institute of Social and Economic Initiatives (ISEI)

Co-funded by
the European Union

Course Title: Digital Tools for Business and Communication

RISEBA
UNIVERSITY OF APPLIED SCIENCES
Business • Arts • Technology

HEI: RISEBA University of Applied Sciences
Lead Tutor: Zane Raščevska, PhD Cand.

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Description:

This comprehensive course equips students with the essential skills and knowledge needed to effectively utilize digital tools for business and communication. Participants will explore various digital strategies, techniques, and tools designed to enhance business operations and improve communication efficiency.

Objectives:

1

Understand the fundamentals of digital tools for business and communication

2

Learn strategies for integrating digital tools into business workflows

3

Explore different digital tools and adapt them to various business needs

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Objectives:

4

Develop skills in using digital tools to deliver clear and concise messages.

5

Enhance techniques for collaboration and feedback using digital platforms

6

Address common challenges and conflicts in digital communication and tool management

Topics:

1 Introduction to Digital Tools for Business

2 Understanding Digital Communication Platforms:

- Email, Instant Messaging, and Collaboration Tools
- Video Conferencing and Virtual Meeting Solutions

3 Project Management Tools:

- Overview of Popular Tools (e.g., Trello, Asana)
- Best Practices for Project Planning and Tracking

4 Cloud-Based Solutions:

- Benefits of Cloud Storage and Collaboration
- Using Tools like Microsoft 365

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Topics:

5 Data Analysis and Visualization Tools

6 Enhancing Team Collaboration and Communication:

- Real-time Collaboration Techniques
- Tools for Effective Remote Work

7 Digital Security and Privacy:

- Importance of Cybersecurity in Business
- Best Practices for Protecting Business Data

8 Digital Etiquette

9 Future Trends in Digital Tools for Business

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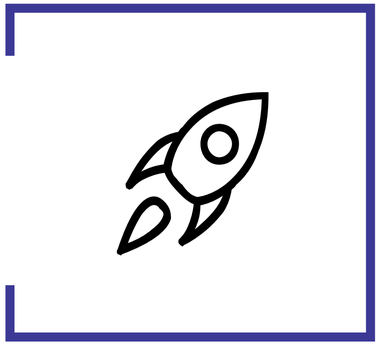
Outcomes:

Confidently employ various digital tools for business and communication

Integrate digital strategies into business workflows

Effectively manage digital communication challenges and tool usage

Tools Covered:



During this course, we will utilize various digital tools including, but not limited to, **Microsoft Teams, Slack, Zoom, Trello, Asana, Microsoft 365**.

These tools will help you gain hands-on experience and practical skills applicable to real-world business scenarios

I hope you will find the course engaging and beneficial for your career development.

Enjoy your learning journey!