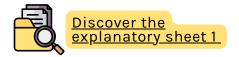# MODULE 9
Collaborate content

Skills to Connect

At work as at home we sometimes need to create creative content, organize our personal budget, write important documents and share them, make slideshows or organize our agenda. To do this, it is preferable to use a computer and master its use but it is possible for some applications to use a smartphone.

In this module you will be presented with different free tools allowing you to write documents, create questionnaires, make slideshows, organize your schedule, hold video conferences and share and store your personal or work documents.
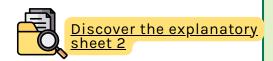
1 Presentation of the tools

- Google Collaboration Tools Overview Table
- A detailed overview of Google Drive, Google Doc, Google Forms and Google Calendar

[Discover the explanatory sheet 1](#)

2 Using the tools

- Learn how to use each tool through video and manuscript tutorials

[Discover the explanatory sheet 2](#)

DIFFICULTY

★★★☆☆

PREREQUISITES

- Module 2
- Module 4

DURATION

15 min per tool

MATERIAL

ALSO DISCOVER

- Content creation
- Manage, store and retrieve your data
- Manage your mailbox and messages

Collaborate on content in your business

👉 People who are not or not very comfortable with digital tools are not always familiar with good digital practices. It is therefore important to become familiar with collaboration tools and here are some situations in your daily life where this module could be useful to you:

▪ Organization and distribution of questionnaires

Collect feedback from colleagues: Use Google Forms to create a simple questionnaire and gather team feedback on schedules, protocols, or training needs.

Monitor family satisfaction: Conduct a survey aimed at residents' relatives to assess their satisfaction with the establishment's services.

Conduct a post-training review: Prepare an evaluation form after training to measure its impact.

▪ Collaborative document management

Create team minutes: Use Google Docs to take collaborative minutes during meetings, allowing all participants to contribute in real time.

Sharing internal procedures or notes: Centralize and share important documents (such as procedures or instructions) via Drive, avoiding losses or duplicates.

Avoid unnecessary printing: Make shared digital documents available to limit paper printing and improve access to information.

▪ Collaboration between establishments

Share practices between structures: Collaborate with other EHPADs/retirement homes or home services by creating shared documents on Google Docs or by storing common resources on Drive.

Set up working groups: Organize collaborative projects with colleagues from other establishments via shared documents or spreadsheets.