

COMMUNICATIONS TECH CLINIC



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WOMEN'S RESOURCE CENTER

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INTRO

Managing operations for your tribal domestic violence program and/or shelter can be difficult, especially when the unexpected can occur. The Communications Tech Clinic includes tools for internal communication, external communication, and project management.





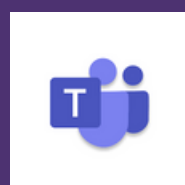
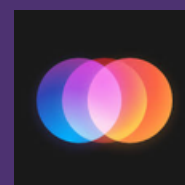
COMMUNICATIONS TECH CLINIC OVERVIEW

- Operating an organization can be difficult in these unprecedented times
- This Communication technology bundle includes internal communication, external communication, and project management applications.
- These applications have been vetted by NIWRC for accessibility, ease of use, and ease of integration into current workflows.



DEFINITIONS

Internal Communication: Verbal or written communication between two or more individuals in the same organization.



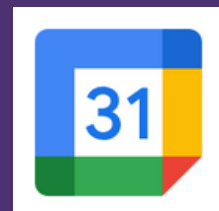
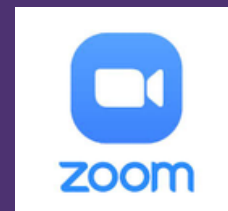
Tools

- **Google Meet / Microsoft Teams**
- **Slack / Mattermost**
- **Around / Whereby**



DEFINITIONS

External Communication: Any communication that takes place between two or more people from different organizations.



Tools

- Zoom
- Google Calendar / Microsoft Outlook Calendar



DEFINITIONS

Project Management: The tracking of an organization's projects and tasks.



Tools

- **Asana / Trello / Smartsheet**
- **Google Sheets / Excel**

Concepts/Best Practices

- **Clear Scope and Deliverables**



RECOMMENDED EQUIPMENT

Computer and Hard Drive Recommendations

Suggested Equipment	Use Explanation
Computers	
Laptop	<p>A workplace desktop or laptop is essential for virtual work, be it entirely remote, or a hybrid schedule.</p> <p>If you are having your staff travel back and forth from a physical location, it is suggested to have an easily portable laptop.</p>
Desktop	<p>A workplace desktop or laptop is essential for virtual work, be it entirely remote, or a hybrid schedule.</p> <p>For staff that are fully remote but typically only work for one location, either a singular desktop or laptop can be used.</p>
Hard Drives	
External	<p>A hard drive that is dedicated specifically for your workplace that can work in combination with your work desktop or laptop.</p> <p>You could have a few harddrives that are team lead specific in order to save important files or data. Use high-capacity external hard drives (e.g., 4TB or higher) for local backups.</p> <p>The ideal situation is using a cloud based filing system in cases of emergency, but having a backed up hard drive is a safe option for data storing.</p>

*Price in May of 2024.



RECOMMENDED EQUIPMENT

Suggested Equipment	Use Explanation
Desktop or Laptop	<p>A workplace desktop or laptop is essential for virtual work, be it entirely remote, or a hybrid schedule.</p> <p>If you are having your staff travel back and forth from a physical location, it is suggested to either have a desktop setup both in office and at home, or to provide an easily portable laptop.</p> <p>For staff that are fully remote but typically only work for one location, either a singular desktop or laptop can be used.</p>
Web camera	<p>A web camera is essential for virtual meetings. While some of the applications suggested above prioritize audio communication, a visual connection can greatly enhance trust and collaboration.</p> <p>We suggest either ensuring that employee laptops have a web camera built in, or that a USB web camera is purchased to connect to staffs' computers.</p> <p>Another thing to consider is that web cameras can act as an accessibility aid for those who need to read lips or who communicate via sign language.</p>
Microphone	<p>A microphone required to verbally communicate. Like the webcam, a microphone may already be integrated into an employee's laptop. If not, we suggest purchasing a compatible USB microphone or, USB webcam/microphone combination.</p>
Speakers	<p>A sound system is required in order to hear others virtually. Almost all laptops have speakers built in that are of varying quality. If no speakers are built into the device, independent speakers with either a USB or audio jack can be purchased.</p>



DIGITAL ETIQUETTE

Digital etiquette is communicating politely in a digital environment.

NIWRC suggests following these guidelines.



- 1. Tone.**
- 2. Posts may be archived.**
- 3. Others are as busy too.**
- 4. Computer fatigue is real.**
- 5. Utilize your out of office!**



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NEXT STEPS

Clinic 3 - Aug 29, 2024 at 11:00--12:30 AKT; 12:00--1:30 PT; 1:00--2:30 MT; 2:00-- 3:30 CT; 3:00--4:30 ET

Data Recovery Tech

The Data Recovery Technology session includes a combination of introducing robust hardware, versatile software, and best practices for data backup and recovery. In Today, there are many different ways to communicate. Communication technology refers to all the tools used to send, receive, and process information. In today's environment, this is critical in responding to climate change, preparing for disaster and protection of data.



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www.niwrc.org

**REQUEST
MORE
INFORMATION**



THANK YOU

NIWRC offers technical support further assistance on how to use, download, and set-up these applications.



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Tech Bundle TA

If you have read through the best practices guide and video tutorials and would like further assistance on how to use, download, and set-up these applications, NIWRC offers technical support.

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Email *	Phone number *
<input type="text"/>	<input type="text"/>
Job title *	Company name *
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