



## MODULE 1

Digital  
Collaboration

&

Task  
Management and AI

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# INTRODUCTION

Digital collaboration and task management play a central role in how work is organised in modern workplaces. As communication increasingly shifts to digital channels, the ability to structure interactions, manage tasks, and coordinate work online has become essential for efficiency and focus.

For adults aged 55+, digital collaboration can bring both opportunities and challenges. While experience and professional routines remain strong assets, constant notifications, unclear responsibilities, and fragmented communication can create unnecessary pressure.

Strengthening digital collaboration skills helps reduce confusion, protect time, and support confident participation in digital work environments.

This module is distributed into three main topics, which build progressively from personal organisation to team collaboration and intelligent task support.

- Digital Communication & Scheduling Basics
- Collaboration & Organisation Tools
- Project Management & AI in the Workplace

The overall objective is to move from reactive digital behaviour to structured, intentional collaboration.

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# 5 KEY WORDS

1. **TIME INTEGRITY:** Treating scheduled time, meetings, and focus periods as protected and reliable.
2. **COMMUNICATION FRICTION:** Loss of time and clarity caused by fragmented or unstructured digital communication.
3. **COLLABORATION:** Working together on shared documents, tasks, and information in real time.
4. **TASK MANAGEMENT:** Structuring work into clear tasks, priorities, and responsibilities.
5. **AI SUPPORT:** Digital features that assist planning, prioritisation, and routine work processes.

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# 5 MAIN GOALS

- Apply clear digital communication and scheduling practices to protect focus and reduce interruptions.
- Use collaboration and organisation tools to work efficiently with others on shared tasks and documents.
- Improve transparency and accountability in task management.
- Understand how digital tools and platforms connect within everyday workflows.
- Recognise how AI-supported features can assist planning and coordination without replacing human decision-making.

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## **1. DIGITAL COMMUNICATION & SCHEDULING BASICS**

Digital communication forms the foundation of effective collaboration. When calendars, contacts, and meetings are poorly organised, workdays become fragmented and reactive. This topic introduces practical rules that help individuals structure communication and regain control over their time.

Participants explore concepts such as Time Integrity and Time Blocking, learning how to protect focus time and reduce unnecessary interruptions. The topic also addresses communication friction by highlighting the importance of organised contact information and clear video call protocols. The emphasis is placed on consistency and intentional use of existing tools rather than on introducing new technologies.

## **2. COLLABORATION & ORGANIZATION TOOLS**

Collaboration tools enable teams to work together across locations by sharing documents, information, and updates in real time. This topic focuses on how cloud-based tools support teamwork, coordination, and transparency when used correctly. Learners explore key principles such as accessibility, version control, permissions, and integration between tools. Through examples and guided explanations, participants understand how shared digital environments reduce duplication, prevent errors, and improve coordination across teams and stakeholders.

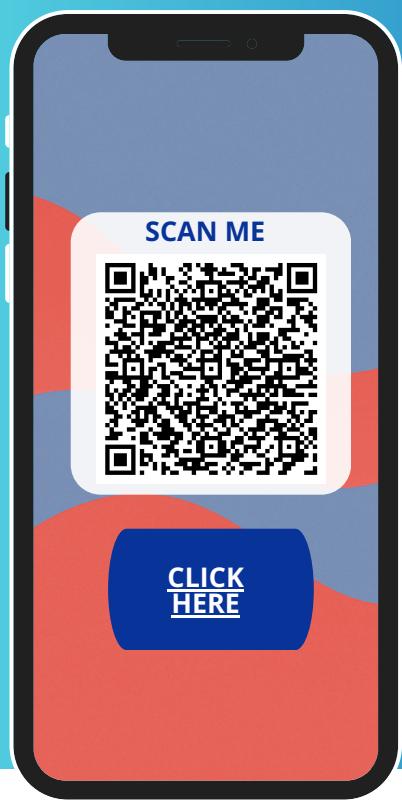
## **3. AI IN THE WORKPLACE**

Project management tools support structured work by breaking complex tasks into manageable steps, assigning responsibilities, and monitoring progress. This topic introduces the basic logic of digital task management systems and explains how they support planning and coordination in everyday work.

In addition, participants are introduced to AI-supported features commonly embedded in digital tools, such as reminders, prioritisation suggestions, and automation of routine tasks. The focus is on understanding how AI can reduce overload and support decision-making when integrated thoughtfully into work processes.

# E-LEARNING

## ACCESS THE GENIALLY LEARNING UNIT



### DESCRIPTION

This e-learning module supports participants in strengthening their digital collaboration and task management skills across different work contexts.

### KEY TOPICS

- Digital communication and scheduling
- Collaboration and organisation tools
- Project management and AI-supported workflows

**“** This module transforms fragmented communication into structured productivity, ensuring high-performing, focused collaboration across distributed teams. **”**

## USER GUIDE

Navigate through the e-learning module at your own pace. Each section includes short explanations, interactive activities, and practical examples. Click on icons and buttons to explore additional content, videos, or quizzes.

Use the module step by step - start with short introductions, then continue to tasks and self-check questions. You can repeat any section as many times as you like.

Take notes, reflect on your own experience, and apply what you learn to your daily life or work situation.

# WORKSHOP CONCEPT

## PART 1 - Digital communication



### DURATION

1 hour 30 minutes

### MATERIALS

Laptops and internet access

### OBJECTIVE

Participants will be able to apply fundamental scheduling and communication protocols to establish Time Integrity and minimize Communication Friction within their personal digital workflow.

### AGENDA

**Digital Calendar Mastery (20 Minutes):** Implement Time Blocking strategies and understand the concept of Time Integrity.

**Contact List Clarity (20 Minutes):** Centralize contacts and use grouping to eliminate Communication Friction.

**Video Call Protocol (20 Minutes):** Standardize behavior and technical setup to ensure professional meeting conduct.

### DEBRIEFING

**30 mins**

Participants identify one immediate change they will apply in their daily communication and share it with other participants.

# WORKSHOP CONCEPT

## PART 2 - Task Management & AI



### DURATION

1 hour 30 minutes

### MATERIALS

Laptops, internet access, projector, flipchart.

### OBJECTIVE

Participants learn how to structure tasks, collaborate on shared work, and use digital and AI-supported tools intentionally to reduce confusion and improve coordination.

### AGENDA

#### 15 min - Opening

Discuss challenges, tools overload or unclear tasks at work.

#### 15 min - Genially Input

Use the presentation to show some examples of AI tools that support tasks.

#### 15 mins - Guiding question

What problem keeps repeating in my daily work?

### DEBRIEFING

#### 20 mins

What is easy or difficult about turning a problem into a habit?

What role could AI play: support or additional effort?

#### 25 min - Reframe as a Habit with AI Support

Reflect how to transform it into a good habit. Through group work, brainstorm on how to use AI as a support.

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# EVALUATION

**1.Which action best reflects the principle of Time Integrity?**

- a) Scheduling every possible hour of your day to maximize output.
- b) Using a separate calendar for personal appointments to hide them from colleagues. ✓
- c) Politely declining a meeting that lacks a clear agenda, thus protecting your scheduled focus time.

**2.Which action most effectively minimizes Communication Friction when communicating with a large project team?**

- a) Sending a separate email to each person to ensure they all receive the message.
- b) Using the Annual Contact Review to archive old projects.
- c) Creating a Contact Group or Label for the team and addressing the group in one click. ✓

**3.What is the Mute-First Rule in a video call?**

- a) Closing your camera unless you are the one speaking.
- b) Ensuring the host mutes everyone as soon as the meeting starts. ✓
- c) Assuming you are always muted unless you are actively speaking, and remuting immediately after finishing your thought.

**4: To maintain a professional image during a video call, where should your primary light source ideally be positioned?**

- a) Directly behind your head to create contrast.
- b) In front of you, facing your face (e.g., facing a window). ✓
- c) To your far side, creating a strong shadow effect.

**5.Which of the following is a cloud-based tool in Google Workspace specifically designed for storing and sharing files with real-time collaboration features?**

- a) Google drive ✓
- b) Google docs
- c) Google calendar

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# EVALUATION

**6.Which of the following actions in Google Drive allows you to control who can view, comment, or edit a file?**

- a) Sharing settings ✓
- b) Version history
- c) Google calendar

**7.Which feature of cloud storage platforms like Google Drive, OneDrive, and Dropbox allows users to access their files from multiple devices without manually transferring them?**

- a) Cloud synchronization ✓
- b) File compression
- c) Local backup

**8.In which situation does AI support collaboration most effectively?**

- a) When it replaces team discussions by deciding task priorities automatically
- b) When it suggests reminders, deadlines, or task groupings based on existing work patterns ✓
- c) When it removes the need for shared documents and communication tools

**9.According to the unit, which statement best describes responsible use of AI in the workplace?**

- a) AI should be used as much as possible to speed up all work processes
- b) AI works best when combined with clear task structures and human decision-making ✓
- c) AI is mainly useful for technical experts and managers

**10.Why can AI increase confusion if introduced too early and without strategy into a digital workflow?**

- a) Because AI tools require advanced technical knowledge
- b) Because AI can amplify existing lack of structure in tasks and communication ✓
- c) Because AI reduces collaboration between team members



When communication is clear, tasks are visible, and digital tools support people, collaboration becomes focused and sustainable.