

## Supervisor Support - Technology Tools for Managers

### Some things to consider when choosing a technology:

- How tech savvy are your folks across the group, remember any tech solution has to work for everyone in the group
- Pilot technology solutions with the whole team, give something a try for a week and get feedback
- Don't start adopting multiple solutions that create more overhead with having to check multiple platforms and confusion amongst the team
- Commit as a group to the tools so there is a consistency of expectations
- Don't forget the simple solutions - sometimes a phone call is the best

### Suggestions of Tools for Managers

- [Technology for Working From Home Site](#): Homebase for tips, tools, and access
- [COVID-19 Resources Page](#): HR site with multiple resources including technology suggestions
- [SCU Voicemail sent to email](#): Receive voicemail messages as attachment in your email.
- [Google Chat](#): Informal quick communications. Built into email as well as full suite of google products (Docs, sheets, slides)
- [Google Meet](#): Google video conference, available directly in gmail app on phone. Can also join directly from a chat window
- [Google Voice](#): Comes with visual voicemail. Single phone number can ring on multiple phones. Enables texting from a web browser
- [Google Calendar](#): Have all team members share calendar with full team to help best know when folks are available. Encourage team members with additional home responsibilities to note in the calendar to help team awareness
- [Slack](#): Robust chat software. Allows for individual chats, group chats, and specific threads. Less formal than email. Helpful tool to replace "water cooler" conversations and social interactions
- [Asana](#): Project and task management tool. Helpful for ensuring clarity of expectations and accountability
- [Zoom](#): Standard video conferencing tool. Can also be fun, use the share screen "whiteboard" for a game of pictionary
- [Doodle](#): Very simple tool to help find times for scheduling meetings.