

Digital Work - Basics for Online Team & Project Work

In a connected world, our daily work is not confined to a specific location or time anymore. Modern media allow us to plan projects fast across countries, organize online meetings in little time and to outsource parts of projects to international freelancers. This way of collaborating creates new opportunities for cooperation. However, it also requires a new working culture: decentralized togetherness, enhanced team sessions and reflection through open feedback.

The Digital Work Seminar is an online seminar teaching students to collaborate effectively on online projects. Using new media and tools, they learn positive and challenging aspects of online collaboration which helps them to create strategies for online-based team work.

Our students learn methods of creative problem solving online in the fields of work structure, team organization, teambuilding, ideation and management. At the end of the seminar, students will be able to assess the quality of their teamwork and reflect on their project by writing a blog post that will be published on the digitalwork-seminar.com blog.

Target dates and contents

The topics of each session are derived from job requirements modern knowledge workers face. Following every input phase, a coached teamwork phase will help the students to understand issues and methods more thoroughly and give them guidance on how to tackle possible complications.

Bi-weekly sessions are held every second **Thursday starting at 3:45 PM and finishing by 6:30 PM** (CET). Please note that there will be no class on the 5. 5. 2016 due to public holidays in Germany.

Key topics

21.04.2016	Introduction to online-based collaboration Project Kick-Off & Seminar Mindset	Input / Group Work
12.05.2016	New concepts of collaboration in teams Empathy Research Phase	Input / Group Work
26.05.2016	Methods to improve your workflow Synthesize your Research	Input / Group Work
09.06.2016	Digital Leadership Develop Ideas	Input / Group Work
23.06.2016	Virtual Performance Assessment Intro Make your Ideas Tangible	Input / Group Work
07.07.2016	Project Pitches Feedback for Blog Postings	Project Pitch Day
21.07.2016	Seminar evaluation & feedback, finalization of seminar project	Wrap-Up

Scope and completion

The workload of the seminar consists of 60 hours yielding 2 ECTS credit points. Students receive a confirmation of participation stating the 2 ECTS credit points after successfully completing the seminar.

At the core of the seminar lies the student project work. Students receive coaching in their team and have time to work on their project during the coaching sessions every two weeks. The last session of the seminar is reserved for assessing the quality of teamwork and reflecting on the team's workflow.

Fields of Study

The seminar addresses students with various academic backgrounds who will use digital technology and methods of online collaboration in their (future) careers. It is as suitable for teams in startups as it is for international teams in established organizations looking to improve their workflow and make their time spent co-working online more effective.

Seminar implementation

The class is held in form of webinars, a series of online meetings using Adobe Connect - an online meeting software. Online collaboration and communication take place on the social enterprise platform Podio and further online tools that the students might want to use.

Contact

Marcel Dux	Program Manager
phone	+49 30 5019-2373
mail	marcel.dux@htw-berlin.de
LinkedIn	http://de.linkedin.com/in/marceldux

Julia Kolm	Digital Design Thinking
Mail	kolm@htw-berlin.de

For more information please visit our seminar website:

<http://www.digitalwork-seminar.com>