

## Fill Your Toolbox: 10 Essential Technology Tools for Talent Development Professionals

By Ronda Davis

### Tips

1. Technology is \_\_\_\_\_ here \_\_\_\_\_ to \_\_\_\_\_ help \_\_\_\_\_. Do not be \_\_\_\_\_ afraid \_\_\_\_\_.
2. Determine your \_\_\_\_\_ needs \_\_\_\_\_.
3. Find what \_\_\_\_\_ works \_\_\_\_\_ for \_\_\_\_\_ you \_\_\_\_\_.
4. If a tool does not work for you, \_\_\_\_\_ move \_\_\_\_\_ on \_\_\_\_\_!
5. There are a lot of \_\_\_\_\_ free \_\_\_\_\_ options, but sometimes you will have to \_\_\_\_\_ pay \_\_\_\_\_ for a solution.

### Tools for Effective Online Research

Purpose	Tool	Description	Ideas	Try it Out
Block Ads	uBlock	<a href="https://www.ublock.org/">https://www.ublock.org/</a>		<input type="checkbox"/>
Save Links to Review Later	Pocket	<a href="https://getpocket.com/">https://getpocket.com/</a>		<input type="checkbox"/>
Create Notes and Clip Content	Evernote	<a href="https://evernote.com/">https://evernote.com/</a>		<input type="checkbox"/>
Create PDF of Website	Browser Print	<b>Chrome:</b> Right-Click on webpage > Print > Destination: Save as PDF <b>Firefox:</b> File > Print > Set Printer to Microsoft Print to PDF <b>Safari:</b> File > Export as PDF <b>Edge:</b> Right-Click on webpage > Print > Microsoft Print to PDF		<input type="checkbox"/>

### Capture Ideas and Manage Content

Purpose	Tool	Description	Ideas	Try it Out
Capture Notes	OneNote	<a href="https://site.onenote.com/">https://site.onenote.com/</a>		<input type="checkbox"/>
Save Files	Dropbox	<a href="https://www.dropbox.com/">https://www.dropbox.com/</a>		<input type="checkbox"/>
Mindmapping	Mindmeister	<a href="https://www.mindmeister.com/">https://www.mindmeister.com/</a>		<input type="checkbox"/>
Survey Forms	Google Forms	<a href="https://www.google.com/forms/">https://www.google.com/forms/</a>		<input type="checkbox"/>

Track Projects, Tasks, and Deadlines

Purpose	Tool	Description	Ideas	Try it Out
Kanban-Style	Trello	<a href="https://trello.com/">https://trello.com/</a>		<input type="checkbox"/>
To Do List	Todoist	<a href="https://en.todoist.com/">https://en.todoist.com/</a>		<input type="checkbox"/>

Bonus Tools

Purpose	Tool	Description	Ideas	Try it Out
Calendar	Google Calendar	<a href="https://www.google.com/calendar">https://www.google.com/calendar</a>		<input type="checkbox"/>
Kanban, Lists, Calendars, and Mindmapping	Zenkit	<a href="https://zenkit.com/">https://zenkit.com/</a>		<input type="checkbox"/>
Collaborate to find meeting times	Doodle	<a href="https://doodle.com/">https://doodle.com/</a>		<input type="checkbox"/>
Communication with teams, can cut down on email	Slack	<a href="https://slack.com/">https://slack.com/</a>		<input type="checkbox"/>
Video and Web Conferencing	Zoom	<a href="https://zoom.us/">https://zoom.us/</a>		<input type="checkbox"/>

Notes

**“Must-have Tools & Tips” Collaboration from the 4/3/2018 Session:  
Fill Your Toolbox: 10 Essential Technology Tools for Talent Development Professionals**

Purpose	Tool	Link	Notes	Try it Out
Conferencing	WebEx*	<a href="https://www.webex.com/">https://www.webex.com/</a>	Conference/video calls, screen sharing	<input type="checkbox"/>
Project Management	Asana	<a href="https://asana.com/">https://asana.com/</a>	Allows you to make tasks with sub tasks and due dates, share with other team members, tag projects, create a calendar, etc. It makes more sense to me than Trello.	<input type="checkbox"/>
PDF Tip	Web Browser		Open the “Printer Friendly” version of a webpage to clean up a webpage before creating a PDF (see Page 1 of this handout)	<input type="checkbox"/>
Screen capture	Snipping Tool	<a href="https://support.microsoft.com/en-us/help/13776/windows-use-snipping-tool-to-capture-screenshots">https://support.microsoft.com/en-us/help/13776/windows-use-snipping-tool-to-capture-screenshots</a>	Available with Windows 7, 8.1, and 10	<input type="checkbox"/>
Screen capture, image editing, and screen recording	Snagit*	<a href="https://www.techsmith.com/screen-capture.html">https://www.techsmith.com/screen-capture.html</a>	Session Comment: “Snagit is worth the money”	<input type="checkbox"/>
Image and Video Capture	Jing	<a href="https://www.techsmith.com/jing-tool.html">https://www.techsmith.com/jing-tool.html</a>	Capture images and videos	<input type="checkbox"/>
Interactivity	UMU*	<a href="https://www.umu.com/">https://www.umu.com/</a>	“UMU’s interactive platform allows you to engage and interact with participants via their mobile devices and project the responses in real time.”	<input type="checkbox"/>
Interactivity	Nearpod	<a href="https://nearpod.com/">https://nearpod.com/</a>	Create, Engage, Assess through Mobile Devices	<input type="checkbox"/>
Sketching / Note Taking	GoodNotes	<a href="http://www.goodnotesapp.com">http://www.goodnotesapp.com</a>	iPad App	<input type="checkbox"/>
Chat / Online Meetings	Microsoft Teams*	<a href="https://products.office.com/en-us/microsoft-teams/group-chat-software">https://products.office.com/en-us/microsoft-teams/group-chat-software</a>	Office 365 is needed for Microsoft Teams	<input type="checkbox"/>
	SmartSheet*	<a href="https://www.smartsheet.com/">https://www.smartsheet.com/</a>	Gantt charts and collaborative spreadsheets (for clients who aren't allowed to use Google)	<input type="checkbox"/>
Productivity	Office 365*	<a href="https://www.office.com/">https://www.office.com/</a>	“I love the web apps in Office 365 like Microsoft Teams, Forms, Stream, etc.”	<input type="checkbox"/>
File Backups	OneDrive	<a href="https://onedrive.live.com/">https://onedrive.live.com/</a>	“Save your files and photos to OneDrive and get them from any device, anywhere”	<input type="checkbox"/>

Purpose	Tool	Link	Notes	Try it Out
Content Creation	Microsoft Sway	<a href="https://sway.com/">https://sway.com/</a>	“Create and share interactive reports, presentations, personal stories, and more. Sway is an easy-to-use digital storytelling app for creating interactive reports, presentations, personal stories and more.”	<input type="checkbox"/>
Graphic Creation	Adobe Spark	<a href="https://spark.adobe.com/">https://spark.adobe.com/</a>	“Create stunning visual stories that reflect your business, cause, or personal brand. Customize your content with your own logos, colors, and more and watch your brand come to life.”	<input type="checkbox"/>
Group Text Messaging	GroupMe	<a href="https://groupme.com/">https://groupme.com/</a>	Collaboration / Group Chat	<input type="checkbox"/>
Take Photos of whiteboards and documents	Office Lens	iPhone / iPad: <a href="https://support.office.com/en-us/article/what-is-office-lens-f5f6b88d-356f-4037-b7e8-49f34be86db3">https://support.office.com/en-us/article/what-is-office-lens-f5f6b88d-356f-4037-b7e8-49f34be86db3</a> App: <a href="https://itunes.apple.com/us/app/office-lens/id975925059?mt=8">https://itunes.apple.com/us/app/office-lens/id975925059?mt=8</a> Android: <a href="https://play.google.com/store/apps/details?id=com.microsoft.office.officelens&amp;hl=en">https://play.google.com/store/apps/details?id=com.microsoft.office.officelens&amp;hl=en</a> Windows: <a href="https://www.microsoft.com/en-us/store/p/office-lens/9wzdncrfj3t8">https://www.microsoft.com/en-us/store/p/office-lens/9wzdncrfj3t8</a>	“Office Lens trims, enhances, and makes pictures of whiteboards and docs readable. You can use Office Lens to convert images to PDF, Word and PowerPoint files, and you can even save images to OneNote or OneDrive.  Office Lens is like having a scanner in your pocket. Like magic, it will digitize notes from whiteboards or blackboards. Always find important documents or business cards. Sketch your ideas and snap a picture for later. Don't lose receipts or stray sticky notes again!”	<input type="checkbox"/>
Course Creation	PowerPoint*	<a href="https://products.office.com/en-us/powerpoint">https://products.office.com/en-us/powerpoint</a>		<input type="checkbox"/>
Course Creation	Storyline*	<a href="https://articulate.com/360/storyline">https://articulate.com/360/storyline</a>		<input type="checkbox"/>
Course Creation	Camtasia*	<a href="https://www.techsmith.com/video-editor.html">https://www.techsmith.com/video-editor.html</a>		<input type="checkbox"/>
Course Creation	Captivate*	<a href="https://www.adobe.com/products/captivate.html">https://www.adobe.com/products/captivate.html</a>		<input type="checkbox"/>
Course Creation	Lectora*	<a href="https://www.trivantis.com/">https://www.trivantis.com/</a>		<input type="checkbox"/>

\*There is a cost involved

Visit <https://rondadavis.com/techtools/> for session slides and this handout