

## 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	Link	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	Link	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"/>
Create Survey Forms	Google Forms	<a href="https://www.google.com/forms/">https://www.google.com/forms/</a>		<input type="checkbox"/>

Visit <https://rondadavis.com/techtools> for more information

Track Projects, Tasks, and Deadlines

Purpose	Tool	Link	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	Link	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"/>
Record short videos up to five minutes	Jing	<a href="https://www.techsmith.com/jing-tool.html">https://www.techsmith.com/jing-tool.html</a>		<input type="checkbox"/>
Conferencing with audio and screen sharing	Join.me	<a href="https://www.join.me/">https://www.join.me/</a>		<input type="checkbox"/>

Notes

**“Must-have Tools” Collaboration from the 3/5/2018 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"/>
Conferencing	Cisco Spark	<a href="https://www.ciscopark.com">https://www.ciscopark.com</a>	Conference/video calls, messaging, screen sharing	<input type="checkbox"/>
Conferencing	Skype	<a href="https://www.skype.com/en/">https://www.skype.com/en/</a>	Skype calls, video calls, group video calls, messaging, share files, screen sharing (iPhone, iPad, Android, Kindle Fire HD, Windows 10 Mobile, Xbox, PC, Mac, Linux)	<input type="checkbox"/>
Conferencing	Zoom	<a href="https://zoom.us/">https://zoom.us/</a>	Video and Web Conferencing service (PC, Mac, iPhone, iPad, Android)	<input type="checkbox"/>
Convert Word Documents to Clean HTML	Word2clean html	<a href="https://word2cleanhtml.com/">https://word2cleanhtml.com/</a>	Allows you to type in paragraphs, bullets, etc. and turns this into HTML to be able to enter into your website and edit as appropriate	<input type="checkbox"/>
Fun	ditty	<a href="https://zyamusic.com/products/ditty">https://zyamusic.com/products/ditty</a>	Sings anything you text (iPhone, iPad, iMessage, Android)	<input type="checkbox"/>
Gaming	Kahoot	<a href="https://kahoot.com">https://kahoot.com</a>	Create, play, and share learning games with your students for free	<input type="checkbox"/>
Screenshots	Snipit	<a href="https://snipit.en.softonic.com/">https://snipit.en.softonic.com/</a>	Share screen shots easy and quickly (Internet Explorer)	<input type="checkbox"/>
Image Editor	Gimp	<a href="https://www.gimp.org/">https://www.gimp.org/</a>	Image editor (Windows, Mac, and Linux)	<input type="checkbox"/>
LMS	Blackboard*	<a href="http://www.blackboard.com/">http://www.blackboard.com/</a>	Learning Management System (LMS)	<input type="checkbox"/>
LMS	Canvas*	<a href="https://www.canvaslms.com/">https://www.canvaslms.com/</a>	Learning Management System (LMS)	<input type="checkbox"/>
Notetaking	Notability*	<a href="http://gingerlabs.com/">http://gingerlabs.com/</a>	App that you can create handwritten notes and share (iPhone, iPad, Mac)	<input type="checkbox"/>
Online Learning	Lynda	<a href="https://www.lynda.com/">https://www.lynda.com/</a>	Check with your local library, you may be able to get unlimited access if you have a library card. Also, students may have free access.	<input type="checkbox"/>
Productivity	Office 365*	<a href="https://www.office.com/">https://www.office.com/</a>	Productivity Suite; may be available for free or a discount through your employer or educational institution (PC, Mac, iPhone, iPad, Android)	<input type="checkbox"/>
PDF	Adobe Acrobat*	<a href="https://acrobat.adobe.com">https://acrobat.adobe.com</a>	Fully-featured PDF desktop software (Windows and Mac)	<input type="checkbox"/>
Reference	Endnote*	<a href="http://endnote.com/">http://endnote.com/</a>	Bibliography Tool (research, writing, storage), including inline citations	<input type="checkbox"/>
Reference	Mendeley	<a href="https://www.mendeley.com/">https://www.mendeley.com/</a>	Bibliography Tool	<input type="checkbox"/>
Scanning	Adobe Scan	<a href="https://acrobat.adobe.com/us/en/acrobat/mobile-app/scan-documents.html">https://acrobat.adobe.com/us/en/acrobat/mobile-app/scan-documents.html</a>	Free scan app with text recognition (iPhone, iPad, Android)	<input type="checkbox"/>

\*There is a cost involved