



SCANDIC CAFE
A SCANDINAVIAN INSPIRATION

WORKBOOK 1

GETTING ONLINE, WORKING
ONLINE, COMMUNICATING &
COLLABORATING ONLINE

#LEVELUPPROGRAM

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TOPIC 1: GETTING ONLINE

Before you can start to enjoy online tools, you need to get connected to the NBN or faster internet. Insert your notes from Workshop 1 or Webinar 1 below in regards to your options for connecting to the NBN or faster internet. Add any actions to the action plan page at the end of this workbook.

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EXERCISE: GET FASTER INTERNET

Find out if the NBN or other fast internet solutions are available in your area.

Decide on a provider and get it implemented.

Confirm once done on the Facebook group!

MY OPTIONS FOR CONNECTING TO FASTER INTERNET + PRICE POINT

TOPIC 2: WORKING ONLINE

There are many benefits of working online and different ecosystems which suit different situations. Insert your notes from Workshop 1 or Webinar 2 below in regards to your options. Add any actions to the action plan page at the end of this workbook.

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EXERCISE:

HOW DIGITAL IS YOUR BUSINESS?

Find out by completing this quick digital scorecard prepared by Qld Government:

<https://www.business.qld.gov.au/running-business/it/digital-scorecard>.

Copy and paste or screenshot and paste your results from the scorecard in the space below. Add any actions to the action plan page at the end of this workbook.

Date completed score card: / /

EXERCISE: BEING SAFE ONLINE

What Might You Need To Implement In Your Business To Make It More Safe To Be Online?

Review these resources:

<https://www.staysmartonline.gov.au/protect-your-business>.

Make some notes below, and transfer any actions to the action plan at the end of this workbook.

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EXERCISE: CHROME EXTENSIONS, THEMES & APPS

Search For And Where Relevant Install Some Google Chrome Extensions, Themes & Apps That Might Help Your Business

Make some notes below, and transfer any actions to the action plan at the end of this workbook i.e. ensuring staff also use these, reviewing them a month after implementation etc.

NOTES

EXERCISE: CHOOSING AN ONLINE ECOSYSTEM

Is Microsoft 365 Or Google A Better Ecosystem For Your Business? Do You Need To Upgrade Your Current Microsoft? Should You Migrate To Google? Should You Use A Combination Of Both?

Make some notes below, and transfer any actions to the action plan at the end of this workbook i.e. investigating possibilities more, meeting with a mentor to discuss an implementation plan etc.

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TOPIC 3: COMMUNICATING & COLLABORATING ONLINE

There are many benefits of communicating & collaborating online which suit different businesses and situations. Insert your notes from Workshop 1 or Webinar 3 below in regards to your options. Add any actions to the action plan page at the end of this workbook.

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EXERCISE: MEASURING EFFICIENCY

How Much Time Is Your Team Losing In Lack Of Efficiency / Productivity Due To Email Or Not Utilising Modern Communication Technologies?

Make some notes below, and transfer any actions to the action plan at the end of this workbook i.e. getting all your team to start time tracking and using a tool to do so, getting your team to implement [RescueTime](#) and reviewing after a month how much time is spent on email. Discuss with your team informally their thoughts on email.

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EXERCISE: MEASURING EFFICIENCY

How Does Your Business Currently Communicate Online? What New Technologies Could You Potentially Trial?

Make some notes below, and transfer any actions to the action plan at the end of this workbook. Discuss this with your team to incorporate their perspectives.

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EXERCISE: MEASURING EFFICIENCY

Consider How Your Business Could Use Google Docs To Collaborate.

Make some notes below, and transfer any actions to the action plan at the end of this workbook. Discuss this with your team to incorporate their perspectives.

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IDENTIFY RISKS WHEN GOING ONLINE

Despite the benefits, there are risks in moving your business to the cloud. You should also consider the risks that could be posed from moving your business to the cloud and how you will mitigate against them. Below is a risk management plan with an example to get you started.

RISK/NEGATIVE FEEDBACK	LIKELIHOOD OF RISK 1 = High 2 = Medium 3 = Low	ACTION	HOW WE WILL IDENTIFY THESE
Staff do not adopt to using new technology implemented in business and continue to do things the 'old way'	2	Discuss how use of new technology is going at monthly meetings Create training videos Offer to send staff on training to feel confident	Get general manager to tell us how staff are going with it

ACTION PLAN

An action plan is a document that lists what steps must be taken in order to achieve your goals. The purpose of this action plan is to list what you need to action in order to improve your business, with items you learn through the Level Up program. To be effective you will need to clarify what resources are required to reach the goal, formulate a timeline for when specific tasks need to be completed and determine what resources are required.

ACTION	DESCRIPTION	WHO WILL ACTION	DATE TO COMPLETE

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