

## **BSBTEC404 Use digital technologies to collaborate in a work environment**

### **Assignment**

#### Task 1:

Discuss how digital technologies can be used in the workplace.

- Identify 5 benefits and 5 risks associated with using digital technologies in the workplace

#### Task 2: Presentation

Step 1: Create a Powerpoint presentation to present to relevant stakeholders about adopting new collaborative digital technologies in the workplace. In this presentation, include ways of working collaboratively using digital technologies as well as relevant information.

Step 2: Create a video presenting your Powerpoint presentation (workplace simulation).

Please upload your video using the following link:

[https://drive.google.com/drive/folders/19xTU3ci6oSkIH\\_V9K0KBZSERQBGrypse?usp=sharing](https://drive.google.com/drive/folders/19xTU3ci6oSkIH_V9K0KBZSERQBGrypse?usp=sharing)

Include your name in the video title.