

IT Training  
Soft Skills Training  
Writing Services

Welcome to Sixth Level from Paula Jones

Sixth Level is an IT and Soft Skills Training company based in North Yorkshire.

We provide training that is both classroom based and online, along with courseware and software guides.

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Twitter for  
Project Teams



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<http://twitter.com/paula6thlevel>

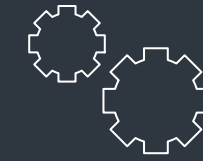


## Twitter for Project Teams

### CONNECTING YOUR TEAM WHEN YOU NEED IT

You may be very familiar with the power of twitter, or it may be completely new to you. Either way, it is a great tool to keep in touch with colleagues and give regular updates on the status of your projects. The power of the @ reply is invaluable as you can direct your status updates to the relevant people and continue a conversation thread with just those members of your team.

To sign up to Twitter, point your browser to <http://twitter.com> and get yourself a username. Get the rest of your team to do the same, and you will all have your own private project forum. Once signed up, you will need to follow each other; to do this, enter in the usernames in the search box, and when you find your colleagues, click on their names and choose "follow". You can have more than one twitter account, but ensure your project team accounts are purely for that project, so they remain private.



### IT TRAINING

Training provided by Microsoft  
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### WHY USE TWITTER?

- POST MESSAGES IN REAL TIME.
- VIEW STATUS UPDATES.
- CONNECT WITH YOUR ENTIRE TEAM.
- COLLABORATE ON THE MOVE.
- SEND AND RECEIVE PRIVATE DIRECT MESSAGES TO TEAM MEMBERS
- POST VIA TEXT, BROWSER, MOBILE WEB OR CLIENT
- FOLLOW MEMBERS RELEVANT TO YOUR INDUSTRY

## Project management In real time

### See project updates as they're happening

Twitter tweeting combined with the desktop client tweetdeck ([www.tweetdeck.com](http://www.tweetdeck.com)) makes a powerful solution for project team updates.

- Tweetdeck is a stand alone client which means you don't need to keep refreshing your browser page
- You will receive visual and audible notifications of each message
- It will let you see all updates, replies and direct messages all at the same time
- You can organise your contacts into specific groups
- Search for particular users and receive notifications when they update their twitter

### Follow me on twitter

If you need more information on how Twitter could improve communications between team members, then feel free to follow me.

<http://twitter.com/paula6thlevel>

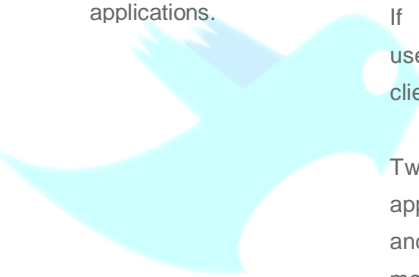
### TWITTER KEEPS YOU INFORMED AND UP TO DATE

### Mobile twitter clients

Did you know you can access twitter from your mobile phone? You have a great choice of clients. You can tweet via mobile web, or use a number of specific phone applications.

If you are a BlackBerry user, Twitterberry is the client for you.

Tweetie is a great application for the iPhone, and for Android based mobiles (such as the G1 or Sidekick), Twidroid is the best one to choose.



twitter

- Post your message in 140 characters or less and hit update
- To reply to a user, type @ and their username, or click the reply icon next to one of their posts
- To send a direct message, click the username and choose direct message from the right hand columns
- To mark a message as a favourite, click the star icon.



### SOFT SKILLS

Choose us for your soft skills training needs. If you have requirements for Minute Taking, Assertiveness, PA Skills, email [paula@6thlevel.co.uk](mailto:paula@6thlevel.co.uk).



### CONTACT

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