MODULE 5 ASSESSMENT

Welcome to the assessment for **Module 5: Best Practices for Technology Implementation in Hybrid Teams**. This test is designed to evaluate your understanding of the key concepts covered in the training, including technology adoption strategies, communication and collaboration tools, task management, and maintaining a healthy balance in a hybrid work environment.

Instructions
Please read each question carefully and select the best answer. There is only one correct answer per question.

Assessment

1. What is one of the key purposes of using advanced collaboration tools in hybrid teams?
a) To eliminate face-to-face meetings
b) To create an immersive virtual environment
c) To increase employees' screen time
d) To avoid all forms of synchronous communication

2. What is a common barrier to technology adoption in hybrid teams?
a) Increased employee motivation
 b) Resistance to change
c) Unlimited digital skills
d) Reduced security concerns

3. Which tool is primarily used for virtual meetings, webinars, and real-time video communication in collaborative environments?
a) Trello
b) Zoom
c) Microsoft Teams
d) Google Docs

4. What is an advantage of synchronous communication?
a) Provides flexibility for team members to respond at their own pace
b) Reduces workflow disruption
c) Allows immediate feedback for urgent calls

d) Prevents time zone challenges

5. Which feature in Zoom Workspace allows participants to experience a virtual meeting space?
a) Live transcription
b) Immersive view
c) Breakout rooms
d) Board view

6. What is Asana primarily used for in a hybrid team?
a) Scheduling virtual meetings
b) Managing and tracking tasks
c) Conducting video calls
d) Sending instant messages

7. Which of the following features does Asana offer?
a) Task organization with due dates and priorities
b) Encrypted email communication
c) Real-time voice translation
d) Physical workspace scheduling

8. What is a recommended strategy to avoid burnout when working in a hybrid team?
a) Working longer hours to maximize productivity
b) Encouraging healthy work habits and breaks
c) Relying only on synchronous communication
d) Avoiding technology entirely

9. What is one way to promote team collaboration and team building in a hybrid work environment?
a) Developing team activities and prioritizing social engagement
b) Reducing social interaction to focus on tasks
c) Using only email for communication
d) Setting strict limits on employee interaction

10. What are the main takeaways from this training?