There are many tools to use for organizing and connecting with team members, clients, communities, and funders.

**Learning Community Goals for Digital Tools**
- Support collaboration, training, and resource sharing to expand capacities to do the work in our communities.
- Identify areas of interest and growth to explore in the future.
- Meet the needs of your organization in the moment.

**Resources**
- Templates to start from and COO paid Zoom Account.
- Planning guide (page 2).
- Headwater People offers one-on-one sessions.

**Organizing**
- Google Drive
- Trello
- Doodle
- Microsoft Office and Teams
- Calendly
- Miro

**Outreach**
- Communication campaigns
- Canva
- Kwezzi
- Social media platforms
- Google Forms (surveys)

**Connecting**
- Zoom Video and Webinars
- Google Video
- Signal
- Website
- Newsletters (online and print)

**Accessibility**
- Captioning for videos
- Interpreter services for print and video
- E-reader compatibility
- Multiple platforms and ways of sharing
PLANNING GUIDE

What are you looking to accomplish?
Organizing / connecting / outreach

What are the goals of your activity?

Who are the audiences?

What tool(s) will you use?

Do you or someone on your team have capacity to learn to use the tool(s), or do you need short term immediate support?

COO staff and Headwater People staff are available for support, and we invite you to reach out to sballew@headwaterpeople.com.

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