MODULE 2

References and further resources

Digital Communication and Collaboration for HR



Lesson 2.1 · Collaboration platforms in HR work

Resource	Type	Link
GitLab Handbook: Communication	article (draft)	https://handbook.gitlab.com/handbook/communication/
GitLab Handbook: Guide to all-remote	guide (draft)	https://handbook.gitlab.com/handbook/company/culture/all-remote/guide/
General Data Protection Regulation (EU) 2016/679, Article 9 (special categories of data)	law (draft)	https://eur-lex.europa.eu/eli/reg/2016/679/oj
Eurofound: telework and hybrid work (source of the hybrid working figure on slide 13)	report (draft)	https://www.eurofound.europa.eu/en/topic/telework

Lesson 2.2 · Virtual meetings and facilitation

Resource	Type	Link
GitLab Handbook: All-remote meetings	article (draft)	https://handbook.gitlab.com/handbook/company/culture/all-remote/meetings/
W3C Web Accessibility Initiative: How to make your presentations accessible to all	article (draft)	https://www.w3.org/WAI/teach-advocate/accessible-presentations/
W3C Web Accessibility Initiative: Making audio and video media accessible	article (draft)	https://www.w3.org/WAI/media/av/

Lesson 2.3 · Written and asynchronous communication

Resource	Type	Link
GitLab Handbook: Communication (low-context writing)	article (draft)	https://handbook.gitlab.com/handbook/communication/
Plain Language guidelines (plainlanguage.gov)	article (draft)	https://www.plainlanguage.gov/

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		guidelines/
European Commission: How to write clearly	report (draft)	https://op.europa.eu/en/publication-detail/-/publication/725b7eb0-d92e-11e5-8fea-01aa75ed71a1

Lesson 2.4 · Documents, versioning and shared workspaces

Resource	Type	Link
General Data Protection Regulation (EU) 2016/679, Article 5 (storage limitation) and Article 33 (breach notification)	law (draft)	https://eur-lex.europa.eu/eli/reg/2016/679/oj
European Data Protection Board: Guidelines 9/2022 on personal data breach notification	report (draft)	https://www.edpb.europa.eu/our-work-tools/our-documents/guidelines/guidelines-92022-personal-data-breach-notification-under_en
GitLab Handbook: Handbook usage (a single source of truth)	article (draft)	https://handbook.gitlab.com/handbook/about/handbook-usage/

Lesson 2.5 · Communicating with empathy at a distance

Resource	Type	Link
Gallup: State of the Global Workplace	report (draft)	https://www.gallup.com/workplace/349484/state-of-the-global-workplace.aspx
GitLab Handbook: Drawbacks of all-remote	article (draft)	https://handbook.gitlab.com/handbook/company/culture/all-remote/drawbacks/
Eurofound: telework, working conditions and well-being	report (draft)	https://www.eurofound.europa.eu/en/topic/telework

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