2018

IBM Connections

Infographics
collection

English infographics

IBM Collaboration Solutions

IBM®

12 winning social habits with IBM Connections

Here are twelve social habits to consider to become socially anchored in your organization

Click on each practice to discover additional insight.

01 Build your network

Add or follow someone

Building your network is the single most important action you can take to accelerate and sustain your success and your organization's.

ADD someone you frequently work with. With your mutual consent, updates will appear on both people's homepage news feed.

FOLLOW someone whose work you are interested in. Updates appear on the follower's news feed. No approval needed.

02 Advertise your skills

on your profile

Showcase your expertise, projects, clients on your profile so you can be found and build your social brand!
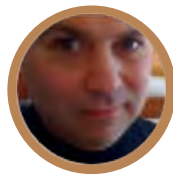
Keep your tags and links current as you grow professionally.

03 Update your status every day

Work out loud

Effective status updates share links, important information and anything that might benefit your network and followers. Leverage #hashtags and @mentions.

By making your work visible in such a way that it might help others, you can build a purposeful network which improves your effectiveness and may provides access to more opportunities.

04 Bookmark in Connections

Help yourself and others

By creating your bookmarks in Connections, you share your discoveries with others, who may not only benefit but as well improve upon that for your benefit. As well, the bookmark is accessible in one step in this organized space from any of your devices.

05 Stop sending files in emails

One version of the truth

Sending attachments in emails exposes your correspondents to confusion, with multiple versions circulating, some perhaps reaching obsolescence.

Improve control by sharing centrally stored files. Readers always get the latest version. An audit trail of updates and downloads builds automatically.

06 Stop doing work in emails

Use Activities

Better tools then emails exist to support you in a timely delivery!

Plan your PERSONAL WORK in activities, public or restricted, that can be shared in multiple communities.

TEAM ACTION ITEMS can be planned more effectively in communities or activities.

07 Create a wiki for your department

Co-create

Wikis are great for team co-authoring and to help draw mental maps of how different topics relate to one another. This helps co-creation, conceptualisation and understanding.

Wikis include versioning and access control. Great for the co-authoring of procedures, dashboards, information, wikis support rich text, HTML and markup.

08 Create a self-help forum

Q&A on hot topics

Foster the exchange of knowledge and experience by setting up thematic forums. Forums are collections of questions. They provide better clarity and tracking to help turn outstanding questions into answered ones.

09 Follow

People, wikis, blogs, forums and communities

Let the news come to you by subscribing to it.

Look for the FOLLOW option in the upper right hand corner: it's your ticket to receiving automatically the latest information of interest!

10 Check your activity stream daily

and comment on others contributions

Your activity stream allows you to understand and become aware of happenings. Listen at scale through your activity stream delivering snippets from the sources you subscribed to. Stay connected to the reality through regular checks and by participating to the conversation.

11 Only create mission driven communities

Best practices

For vibrant and valuable communities:

Carve out your niche expertise and deliver!
Integrate your community into a business process.
Plan navigation aids to guide visitors.
Publicize posts through status updates or newsletters.
Sharing content with other communities.
Plan incentives for content creation.
Plan interaction between members including live meets!

12 Lead by example

People will look at your posts for guidance. Be diligent and consistent. Post content for people and let them know (@). Support others by reacting to posts with likes and valuable comments. If you don't like writing, post relevant pictures or industry articles.

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01 Mac Guidera, Customer Success Leader

02 Diane Morneau, Cloud Adoption Strategy Lead

03 David Narunsky, Project EverClear administrator

04 Joe Baxter, Customer Success Manager

05 Diana Saunders, Customer Success Manager

06 Gideon Sheps, Onboarding Coordinator

07 Jim Cavalier, Onboarding Coordinator

08 Peter Schlafmann, Customer Success Manager

09 Atsushi Sato, Customer Success Manager

10 John Carney, Onboarding Coordinator

11 Kurt Neff, Deployment Coordinator

12 Sanders Slavens, Vice President Services, Support, Success

Get Started with

IBM Connections

1 SET UP YOUR PROFILE

Introduce yourself
Add a face to your name
Showcase your expertise
Tag yourself: skills, clients, projects, etc.
Keep your job title and expertise current

2 MICRO-BLOG

Ask questions
Share interesting news
Ask others to take action
Recognize others for their work
Inform others of what you are doing
Use short links and preview them

DIRECT ATTENTION 3

Use "@Mention" to alert peers
Use #tags to improve search results
Tag others with the skills you recognize
Use file/picture to draw
attention to a post

NETWORK 4

FOLLOW leaders and experts
ADD close collaborators
to your network

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Profiles first steps

Start on the right foot by filling in your profile. Your profile is your introduction to the social world.

1 **Home page convenience**
Set Connections on your home page to facilitate your access

2 **Your location helps others reach you**
Set your working location to help others reach you during your business hours and differentiate you from others with a similar name

3 **Your contact information increases your reach**
Provide your phone data and alternate means of reaching you to be more accessible to others

4 **Your team information draws your context**
By completing your team and department information, you help people find you and your team help you in your absence

5 **Provide your background to be discovered**
Fill out your background as a short history of your resume, and show what you do in the organization

6 **Your picture helps association**
Add a picture that is current and sharp, across all social medias

7 **Tags help you to be found**
Add tags so researches can raise you or your work in results

8 **Grow your network and expand your reach**
Invite the people on your team and in the organization to your network

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IBM Connections Cloud

ORIENT ME!

Classic view! **New Home view!**

Chronological news from your network

Browse through a single chronological text stream of people in your network

Classic Home view: This is the default format, classic way of presenting the conversation.

Updates presented through a series of comments and responses from your network.

Discovery of important items is left to you by scrolling through the stream.

The best news as raised by people important to you!

It's a card-based prioritized view, with content from a single source grouped for your convenience

1 Select New Home View under profile

2 Set your important people and communities

Your work relationships are automatically taken into account in the ranking

Be guided to ranked news by the wisdom of your network

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On Top of Files with Connections
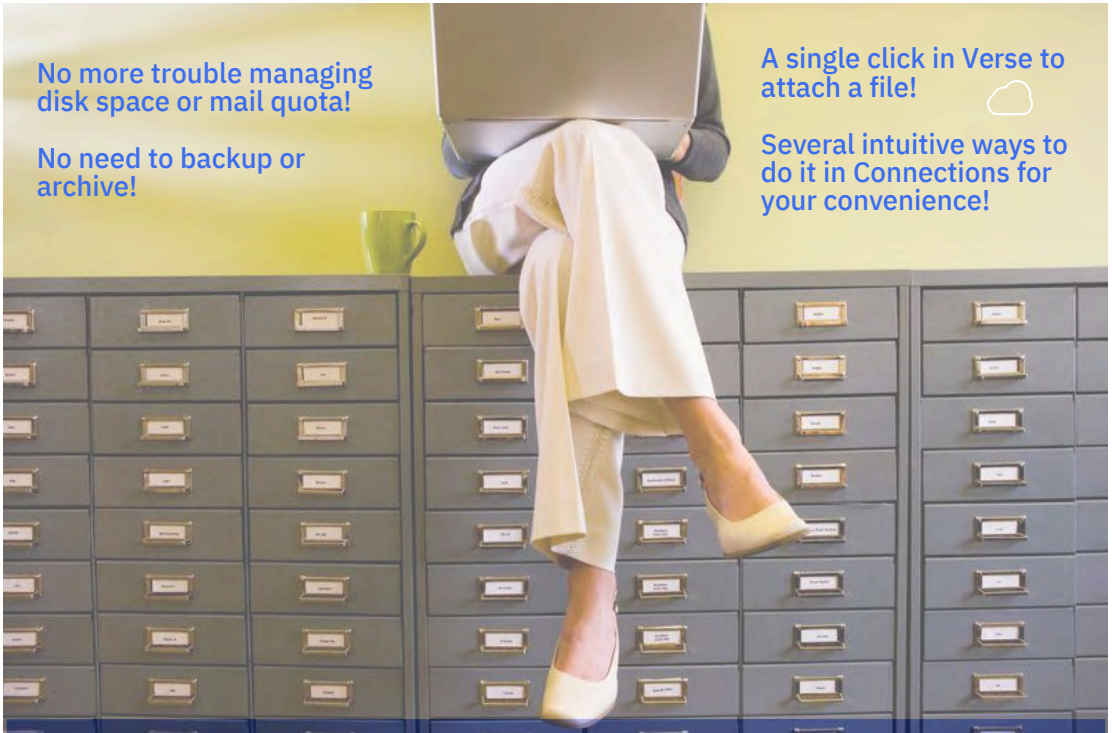## BE COLLABORATIVE, FASTER, AGILE AND SECURE!

No more trouble managing disk space or mail quota!

No need to backup or archive!

A single click in Verse to attach a file!

Several intuitive ways to do it in Connections for your convenience!

&Share your files
Allow your peers to produce new versions

&Use IBM DOCS
Produce a higher quality doc in team

&Share what you want
Be guaranteed the proper access level

&Share your files
within a community
Never forget anyone!

&Share in Webmeetings
Get always the right version fast!

&Use versioning
Benefit of worry free recovery

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Building your network

FOLLOW A PERSON

No approval needed

You see updates from the person followed in your news thread

Great to follow leaders, a person who's job you admire or who's work you are interested in

ADD A PERSON

Mutual agreed

Updates from each person show in each other's news thread

Great for colleagues working closely to stay informed of happenings

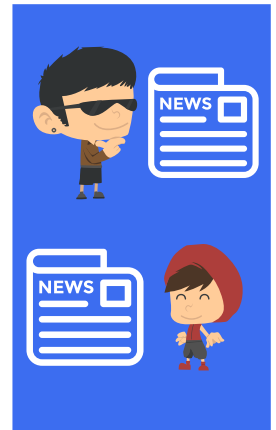### REMOVE FROM YOUR NETWORK

No approval needed

Your updates stop showing in that person's thread

Their updates still show in your news thread as you are still following this person

STOP FOLLOWING

No approval needed

Their updates stop showing in your news thread

When colleagues move on within the company, their news continue to show in your news stream unless you remove them from your network and stop following them.

While their updates are welcome for your general knowledge, they may be distracting or second priority.

Keep them in your network but gain focus!

1. Use Orient Me instead of the classic Connections interface. It has smart algorithm to prioritize your closest colleagues for your news.

2. An alternative is to screen your activity stream with tags or keywords. It's easy and those settings stick.

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Instant access to a wide pool of talents

It's like standing in the middle of a busy sidewalk, exposed to noises of all kinds

Avoid Social Spamming

Adjust your Mail Notifications Preferences as your social usage grows not to overwhelm your inbox

Add value when notifying "you might find this interesting" is not enough!

Follow rather than Connect Let the other party choose if they also want your updates

Help people through your updates
Save them time
By providing links

Understand when mail is sent automatically
Not to duplicate alerts

What is your favorite trick to avoid social spamming

?

Listening with IBM Connections

Instant access to a wide pool of talents

It's like standing in the middle of a busy sidewalk, exposed to noises of all kinds

Community Managers:
Prevent Social Spamming

Invite rather than import members without their consent

Limit email alerts when the community expands to a large group of members

Limit the number of participants in activities and save everyone work

Be clear on the purpose of the community and members respect it

Understand when mail is sent automatically Not to duplicate alerts!

What is your favorite trick to prevent social spamming

?

Connections Cloud Solutions

SUCCESSFUL BIZ

Hospital

Dr. Success

Mr. Biz

Click on the checkerboard to discover how Connections Cloud can make you successful.

The Cure for the Missed Meeting Syndrome: Meetings	**The Cure for the Large Files Syndrome: Files**	**The Cure for the Multi-version File Syndrome: Docs**
The Prescription for Quick Content Creation: Wikis	**The Prescription for One to Many Communications: Blogs**	**The Prescription for Capturing and Sharing Knowledge: Forums**
The Prescription for Finding Expertise: Profiles and Tags	**The Prescription for Anytime, Anywhere Collaboration: Connections Cloud**	**The Prescription for mini project management: Activities**