Workplace Tips for Leaders

First things first – claim your Workplace account. Then, ask your team to log in, too. It just takes a few seconds to get started:
Go to https://beaconhealthsystem.workplace.com

- Following the prompts, use your Beacon user ID and password to log in.
  - Use the same log-in credentials you use for other Beacon platforms such as PeopleSoft and Active Staffer.
  - *Remember to log out after your session if you are using a shared computer.*

Complete the "About" section of your profile
Workplace builds an organization chart based on the data everyone provides – it's a very helpful resource!
- Add a photo of yourself – remember, this is a work-related communications tool!
- Add your phone number(s)
- Add your preferred pronoun, biography, languages and skills
- Add your location
- Add your manager
- Add your direct reports

Create a group for your department
If you would like your group to be used primarily for your team's communication, be sure to indicate that in your group's description. For example:

> *This group is for communication between team members of the [your department] of Beacon Hospital. For associates outside of this department, please watch for our department's announcements in the Beacon Home group.*

You may choose to make your group "Closed," but know that Workplace administrators may ask to join any group created on Beacon's Workplace site.

Create a group for a work team
Workplace is also a great tool for cross-functional work teams, including teams working at multiple Beacon locations.
     Pro tip: Remember, groups can be temporary work spaces, too. That's the beauty of a digital space!

Create a newsletter or memo
- Go to your group's page and choose "Create Doc" in your "Write Post" dialogue box.

- In addition to typing or copying-and-pasting information into your newsletter, you can add photos, videos, links and more.

Create engaging posts
- Add calendar events for your team's meetings, training or inservices.
- Conduct a poll to get feedback on a project or idea.
- Help new associates feel welcome by adding their photo and a little about them.
- Thank and tag associates (@name) who've gone above and beyond.
- Celebrate achievements of individuals and the entire team.
- Share posts from colleagues and leaders.
- Share links to information on Beacon's intranet or website.
- Share links to web articles your team might find helpful.
- Keep team members updated on timely information, such as weather conditions that might affect their drive to or from work or upcoming maintenance work in your area or facility.
- Remind your team about important upcoming events or dates to remember: LiGHT Program deadlines, Open Enrollment period, discounts or events for Beacon associates

Use Workplace Live
More and more Beacon leaders are using the Workplace Live feature to conduct meetings and deliver important messages. After you go live, you have the option to save the video so that it appears on your group's page as a post.

Workplace is on mobile, too!
Mobile apps for Workplace and Workplace Chat are available on the App Store and Google Play. For step-by-step app login instructions, go to the Workplace Wiki: ***BeaconHealthSystem.org/workplace-wiki***

Reminders for everyone
Never share any patient-related information (including photos) on Workplace. Do not reference a patient or use PHI in Workplace posts or messaging. Remember that our own family and friends are sometimes Beacon patients, too — please help keep everyone's personal health information private.

We're here to help!
*If you have questions about Workplace or would like to schedule a learning session on the platform, contact Beacon Corporate Communications [communications@beaconhealthsystem.org]. For more information, visit the Workplace Wiki group or go to: **BeaconHealthSystem.org/workplace-wiki***