

## Using Collaboration for Policy Education

This demonstration illustrates how a human resources advisor can use a several collaborative tools with a web portal to educate a management team about a policy change.

Kristen Baker, an HR Advisor, logs into the corporate portal system using her User ID and password. Her objective is to communicate the new vacation policy to the management team, one region at a time.

Kristen uses the People Finder portlet to find the regional managers. She enters Search By Job Title and then enters Regional Director and presses the Go button.

The names of the 4 regional directors are displayed. Rachel Stamey's name is highlighted green because of the portal's people awareness capability, indicating that she is currently online. The other directors are offline, so Kristen decides to set up a meeting with Rachel Stamey.

She highlights Rachel's name, and a context menu appears which offers Kristen several choices:

- Chat
- Send email
- Add to Sametime List
- Show in Organization View

Kristen selects Show in Organization view for a quick view of Rachel's organization, and she initiates a chat session with Rachel.

She asks: When would be a good time to set up an e-meeting about the new vacation policy? And clicks Send in the Sametime chat window.

Rachel responds: From 3-4 tomorrow would be perfect

Kristen closes the chat window.

The next day, Kristen sets up the e-meeting by navigating to the Conferencing page of the portal by clicking on the Conferencing Tab on the Left Navigation area of the portal.

She then selects New Meeting, enters the Meeting Name (Vacation Policy), Start Date, Start Time, and Duration, and enters a meeting password.

Once everyone has joined the e-meeting, Kristen presents the new vacation policy by sharing the presentation she has running on her computer using the screen-sharing feature of the e-meeting.

The meeting participants can all see the presentation slides as Kristen makes the presentation. She can even update the presentation during the meeting to clarify or correct items pointed out by the managers.

As she is finishing the presentation she notices that Rachel Stamey's meeting icon has a hand symbol beside it, meaning that Rachel wants to ask a question. Kristen clicks on Rachel's name, which opens a Sametime message window, and asks Rachel to ask her question.

Rachel asks: Will we receive presentations to give to our employees?

Kristen answers: Yes. I will place a presentation in the document manager this week.

After answering several more questions, Kristen ends the meeting and continues with her other work.