

Beyond Chat: Smart Ways to Use Slack for Efficiency + Team Building

With

JANELLE SUZANNE

Content Lead, Louder Agency

Helping Churches Reach & Engage More Of The Right People Through
Intentional Websites and Digital Marketing



Thank you for coming!

The Webinar will begin at 12:00pm CT



WHAT WE'LL COVER TODAY...

- How to setup Slack for optimal efficiency
- Team guidelines when using Slack
- Using Slack to get work done faster
- Ways to make Slack (and work) fun
- Real-world examples of how to set up and use Slack for your church
- You get to ask questions, and I'll do my best to answer

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The PROBLEM

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The SOLUTION: Slack

Searchable
Log of
All
Communication *and*
Knowledge

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Not Just For Remote Teams

- ✓ Allow easy access to information
- ✓ Collaborate effectively, and
- ✓ Get work done faster...

...within teams and across departments

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Tips For Setting Up Slack

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TIP 1

Strategically Name Channels To Create A Virtual Office

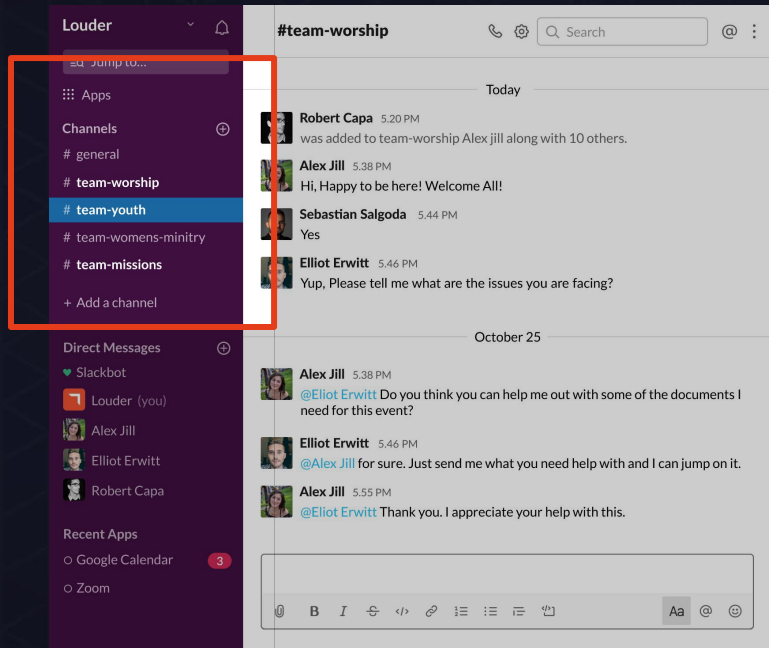
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TIP 1: Strategically Name Channels To Create A Virtual Office

Intentional names keep your channels organized



For example, use:

#team - as a prefix for each internal team

#team-worship

#team-youth

#team-womens-ministry

#team-missions

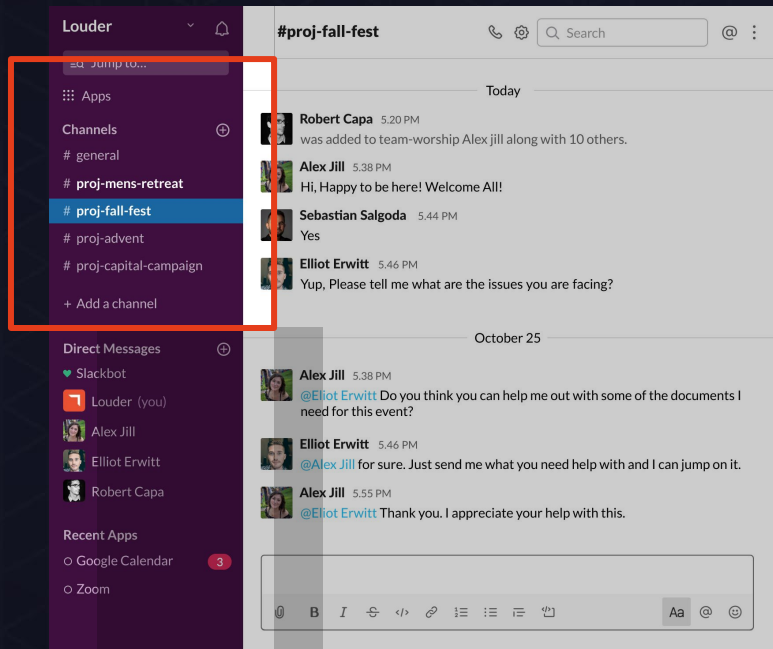
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TIP 1: Strategically Name Channels To Create A Virtual Office

Intentional names keep your channels organized



For example, use:

#proj- as a prefix for each individual projects, especially ones that require cross-team participation

#proj-mens-retreat

#proj-fall-fest

#proj-advent

#proj-capital-campaign

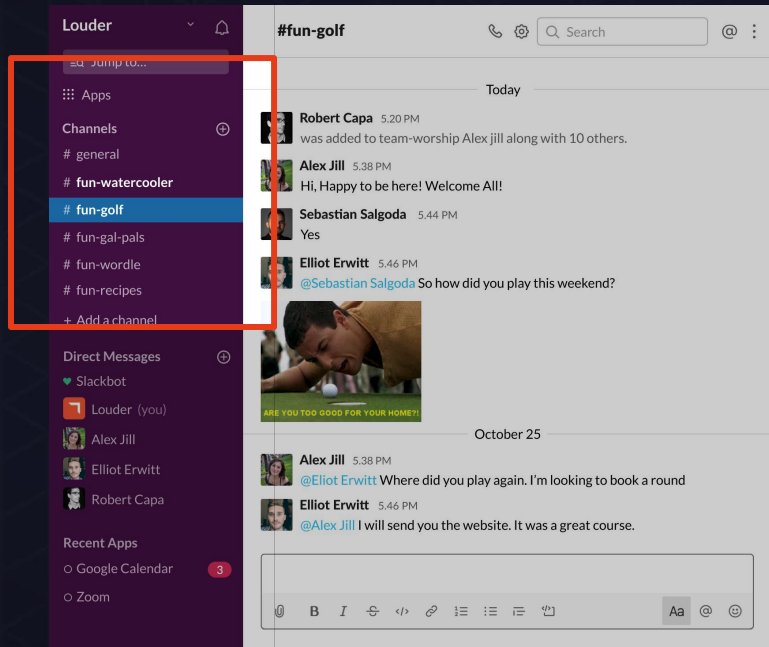
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TIP 1: Strategically Name Channels To Create A Virtual Office

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For example, use:

#fun- as a prefix for, well, fun

#fun-watercooler

#fun-golf

#fun-gal-pals

#fun-wordle

#fun-recipes

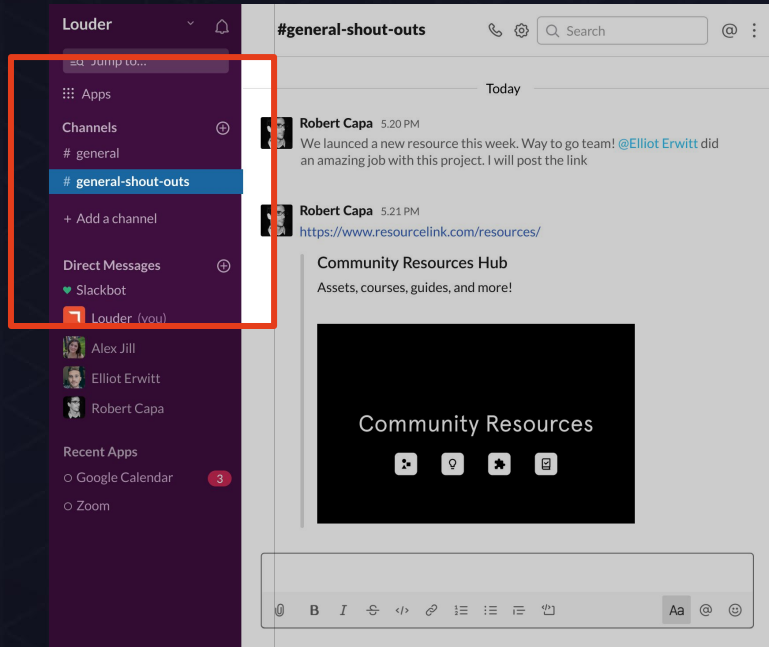
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For example, use:

#general- for announcements or information that all employees should be aware of

#general

#general-shout-outs

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TIP 2

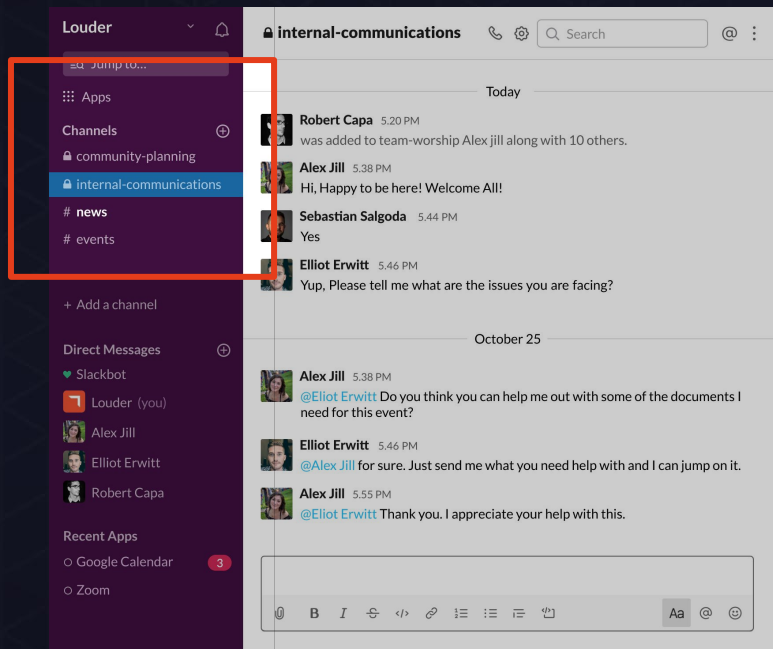
Default To Public Channels For Internal Transparency

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TIP 2: Default To Public Channels For Internal Transparency



example:

public v. private channel

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Tips For Team Guidelines When Using Slack

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TIP 3

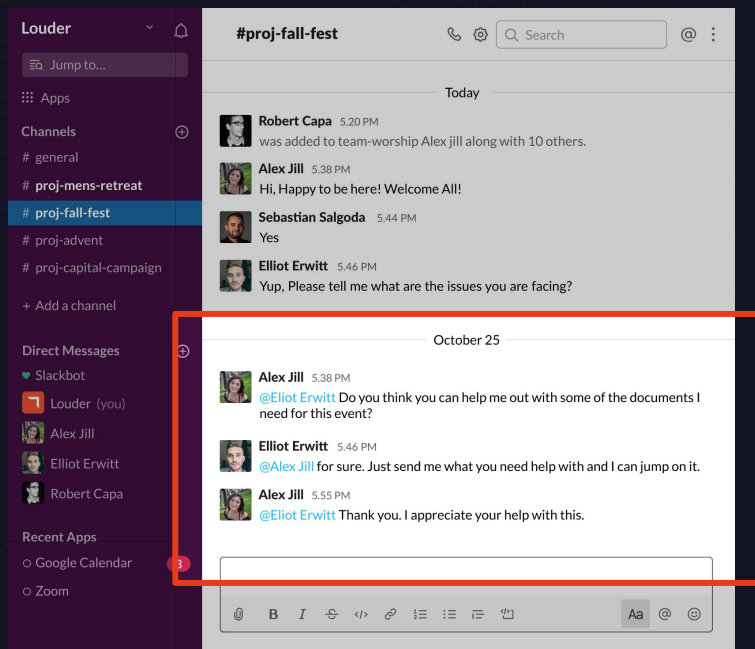
Tag Teammates

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TIP 3: Tag Teammates



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TIP 4

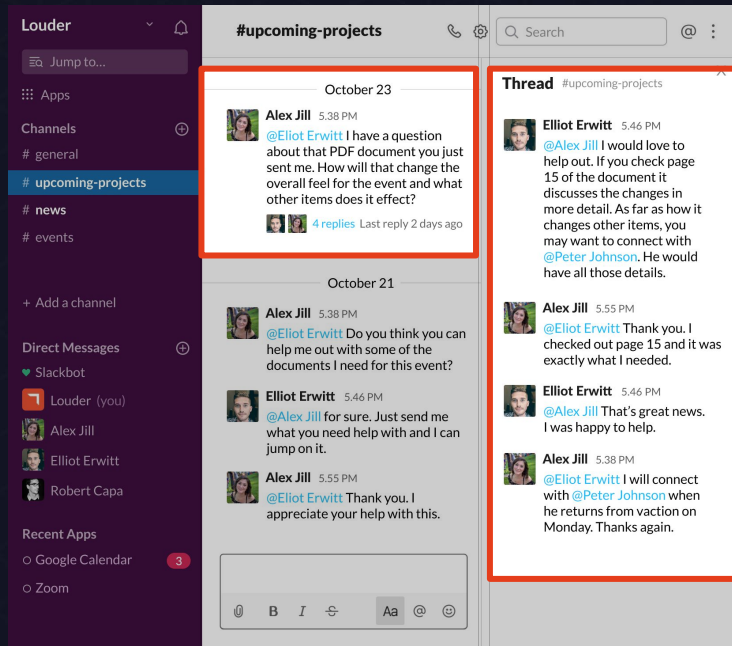
Use Threads To Nest Messages In A Conversation

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TIP 5

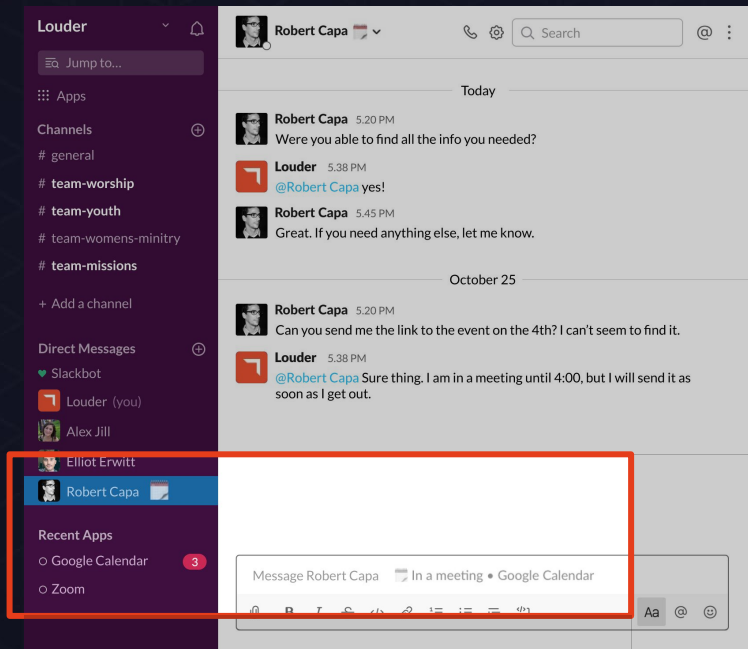
Share Your Availability

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TIP 5: Share Your Availability



example:

Connect to your calendar to automatically update

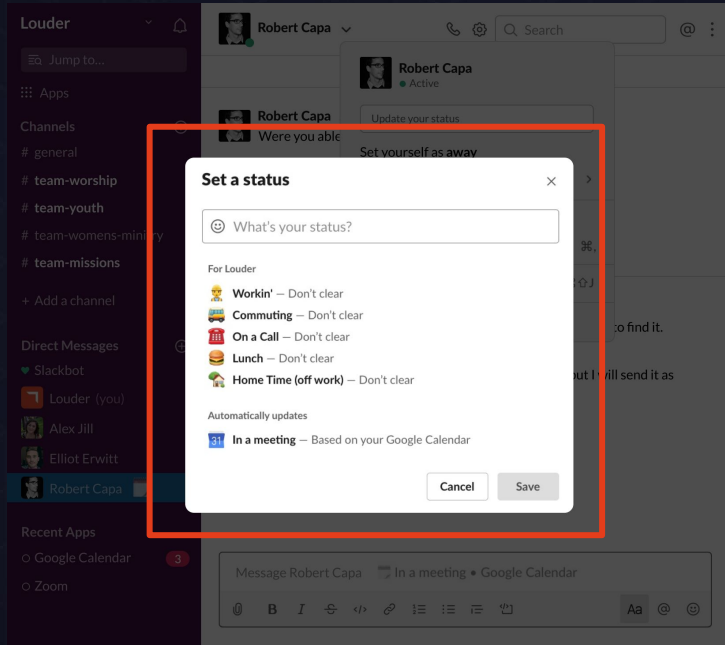
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TIP 5: Share Your Availability

example:
Set your status

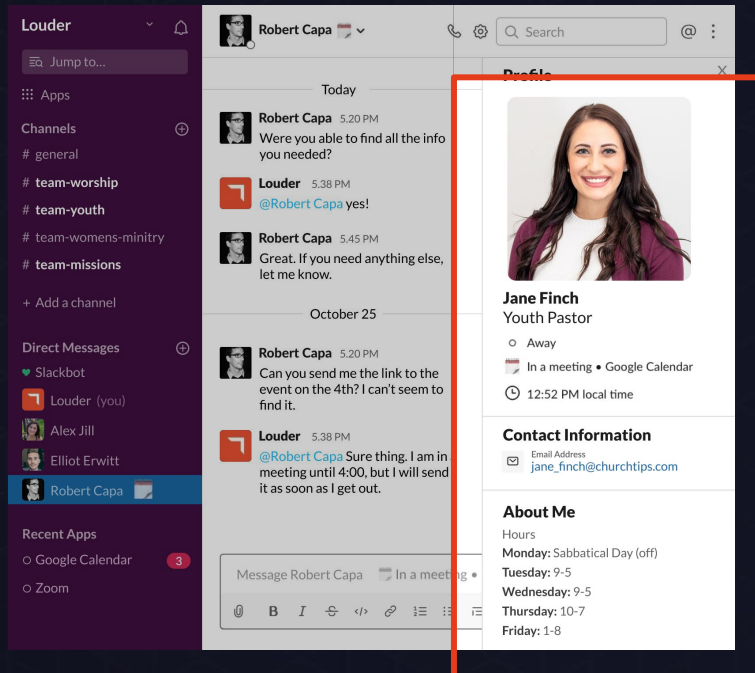


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TIP 5: Share Your Availability



example:
Use profile

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TIP 6

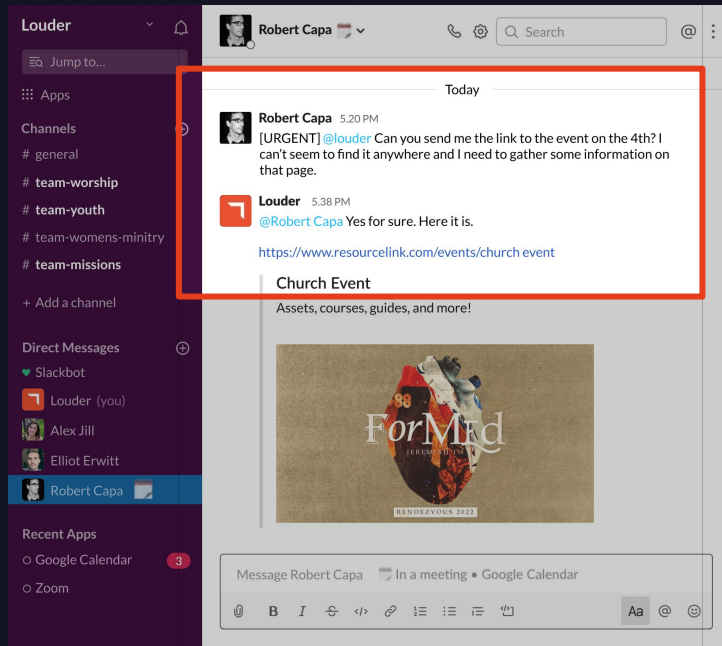
Use [URGENT] For Comments That Need Immediate Attention

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TIP 7

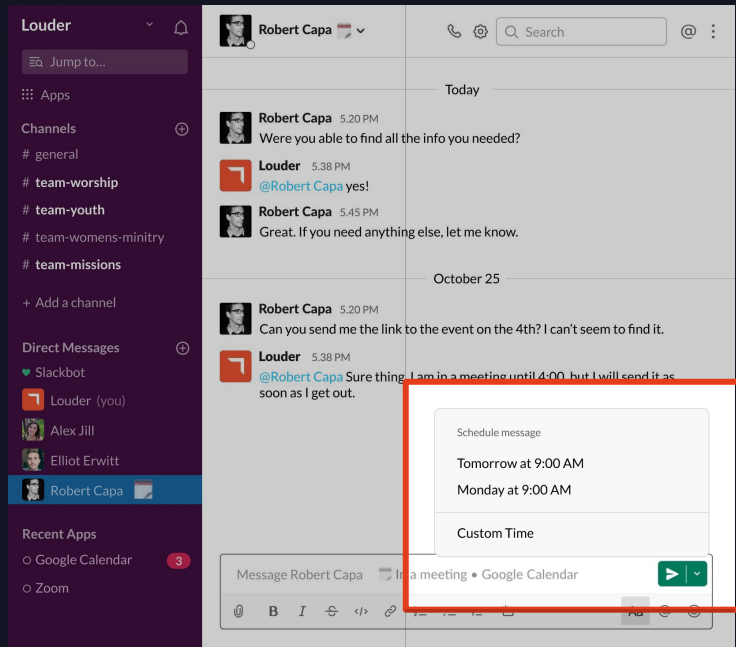
After Hours: Schedule Messages For The Start Of The Next Day

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TIP 8

Connect To Your Existing Tools

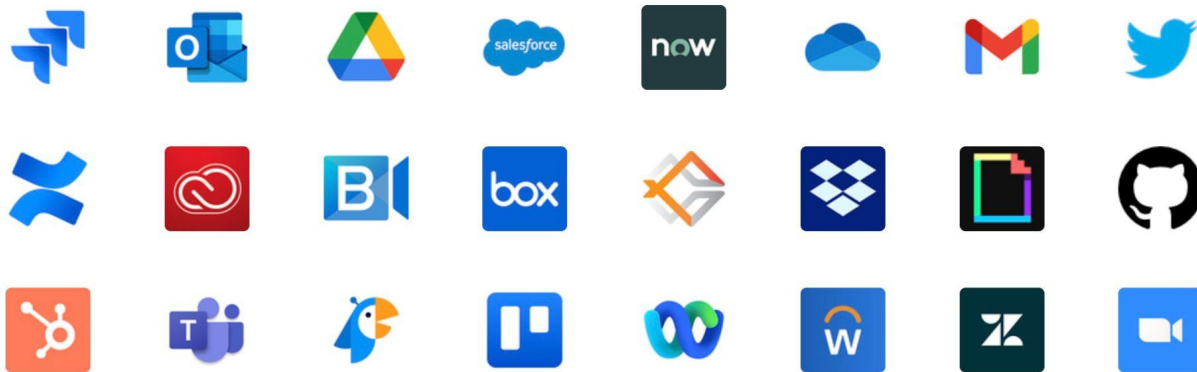
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TIP 8: Connect To Your Existing Tools

With integrated tools, you don't ever have to leave Slack. Everything is in one place.

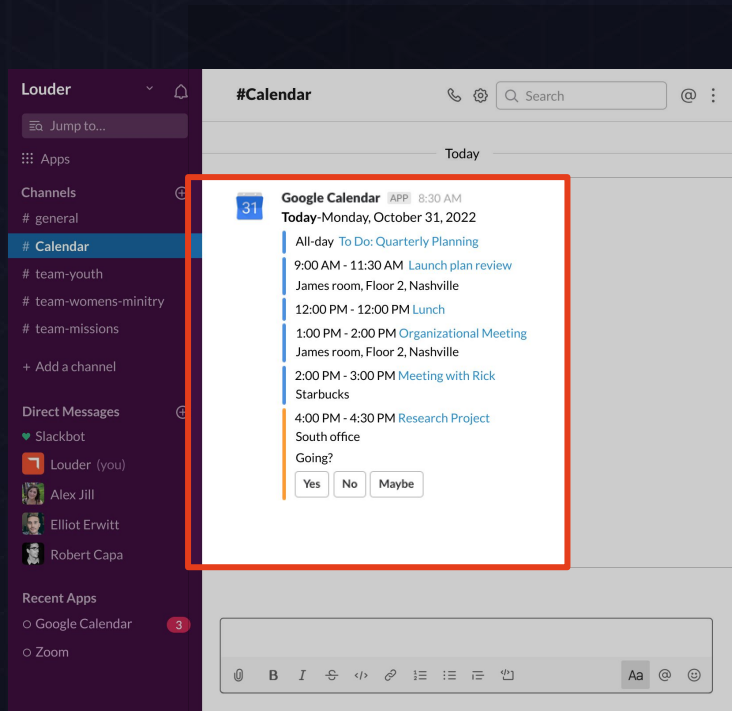


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TIP 8: Connect To Your Existing Tools



example:

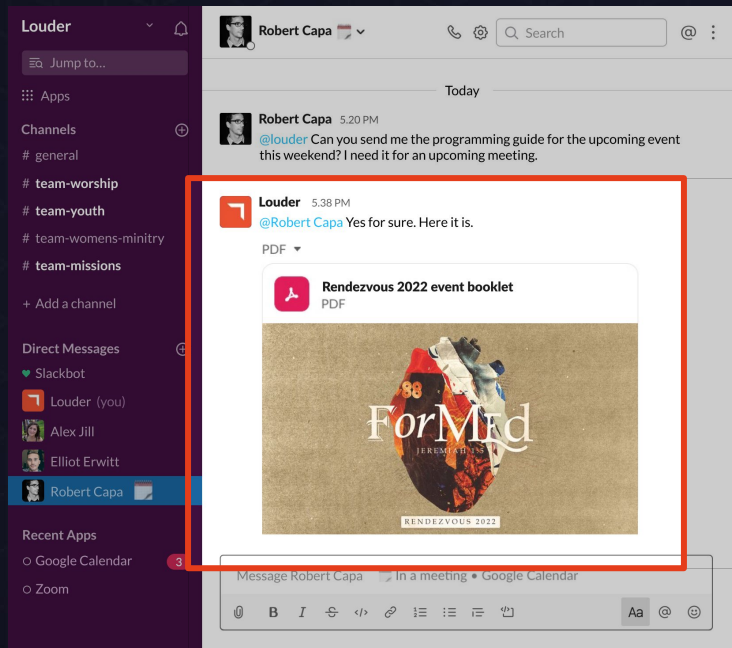
Track & Interact With Your Calendar

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TIP 8: Connect To Your Existing Tools



example:

Share & Organize Files

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TIP 9

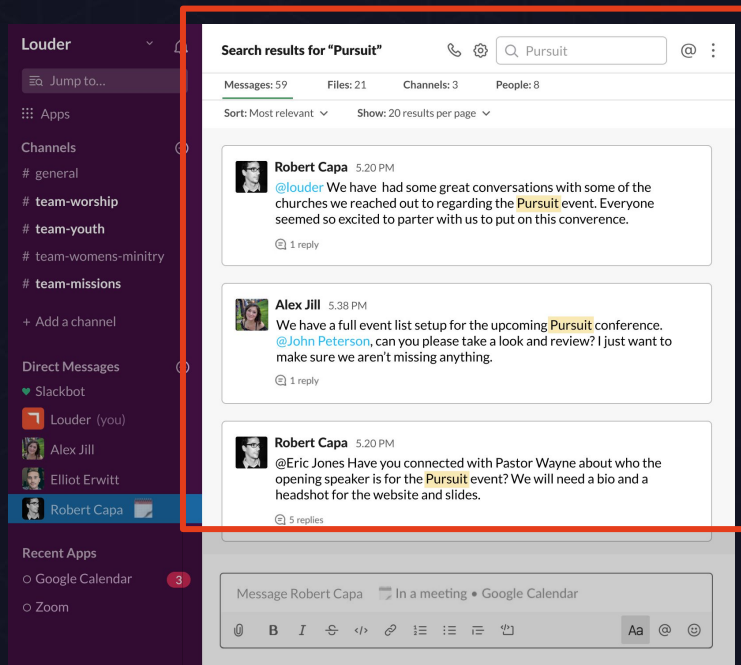
Search For Messages and Files

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TIP 9: Search For Messages and Files



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TIP 10

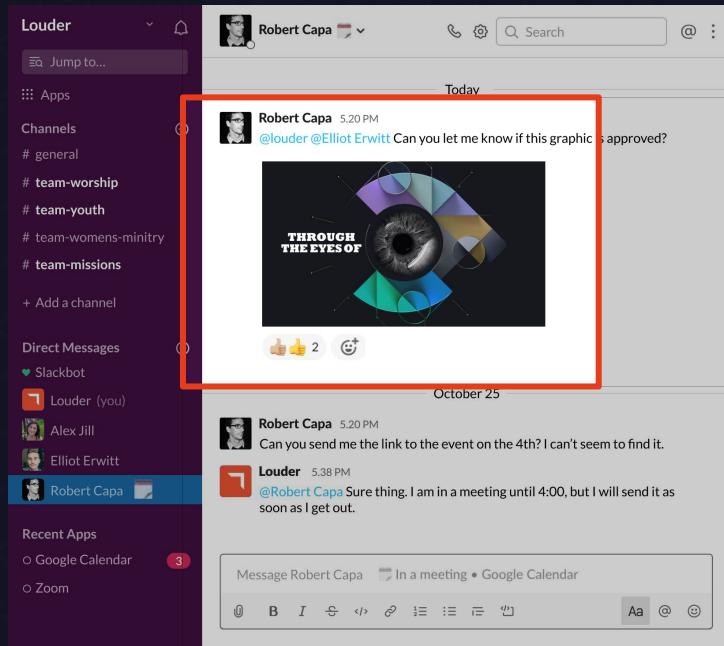
Speed Up Approvals With Emojis

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TIP 10: Speed Up Approvals With Emojis



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TIP 11

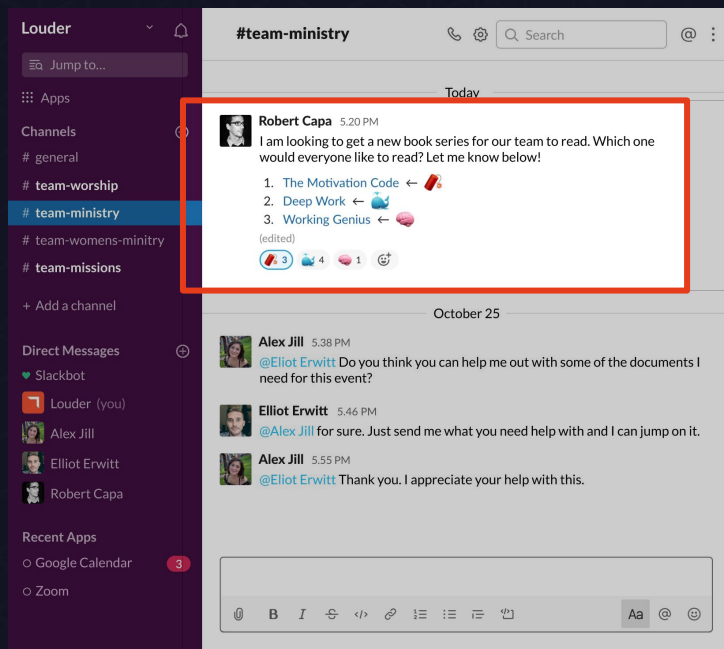
Make Decisions Quickly With Polls

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TIP 11: Make Decisions Quickly With Polls



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Tips To Make Slack (And Work) Fun

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TIP 12

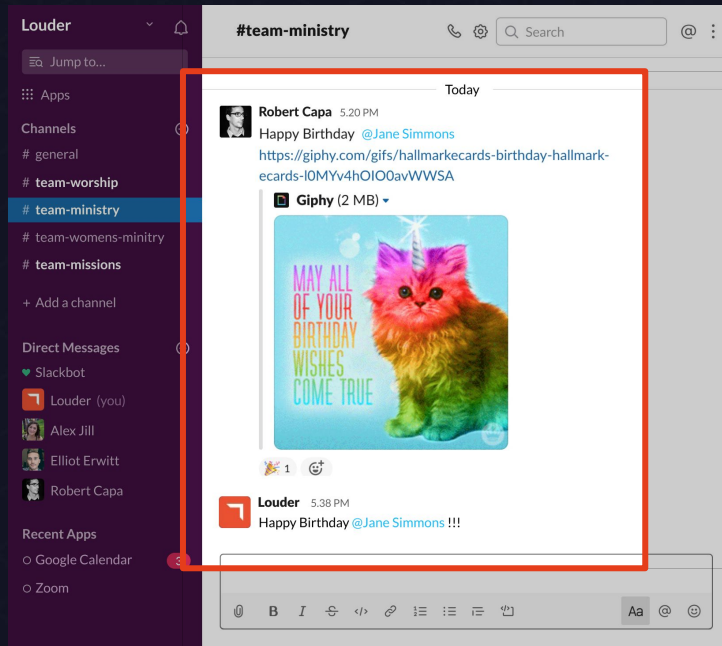
Celebrate Birthdays & Anniversaries

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TIP 12: Celebrate Birthdays & Anniversaries



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TIP 13

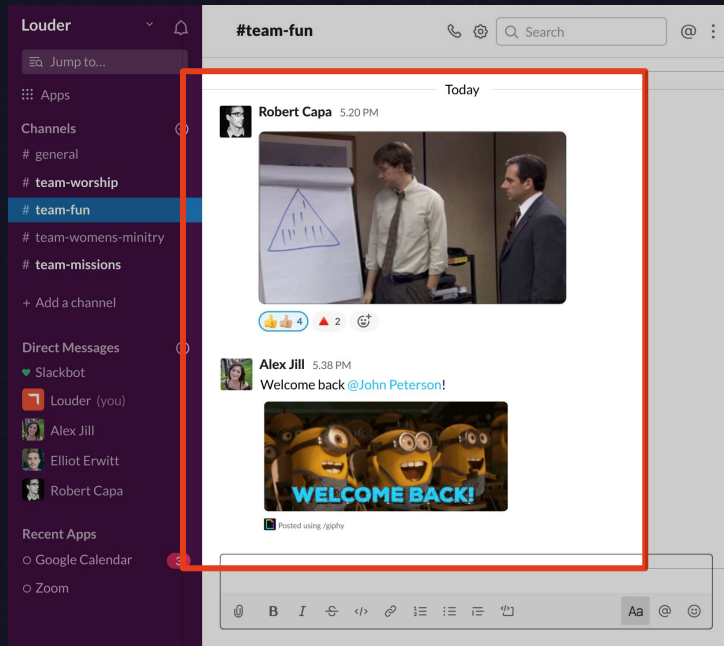
Personalize With GIFs & Emojis (Even Custom Emojis!)

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TIP 14

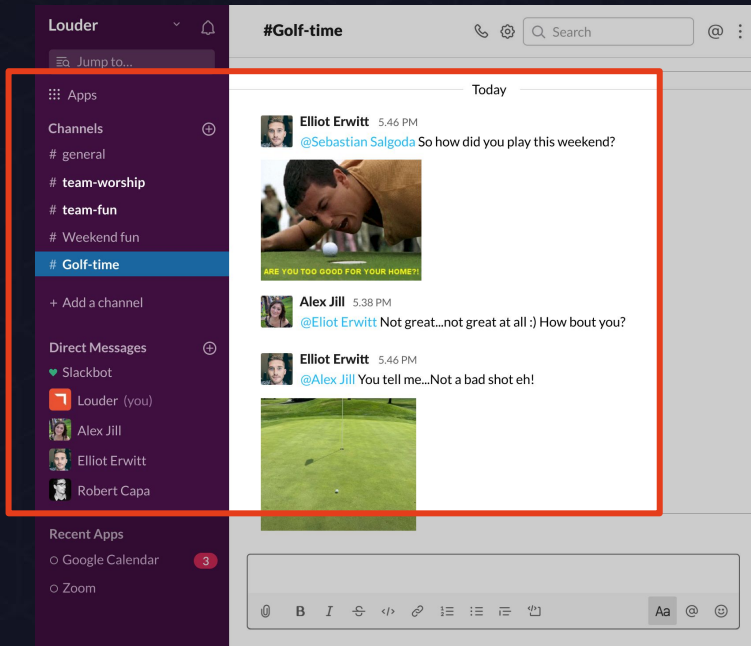
Create Channels Purely For All The Fun

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TIP 14: Create Channels Purely For All The Fun



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TIP 15

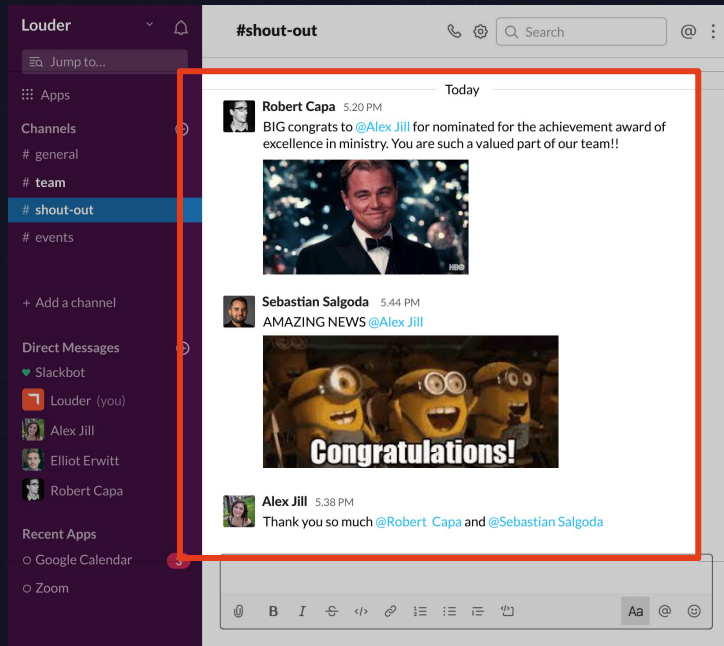
Create Channels To Build Up Your Team

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TIP 15: Create Channels To Build Up Your Team



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