

APS African Division and the African Phytopathology Group

Slack training program: Slack, the digital headquarters for your group...

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Virtual training program activities

Moderator: Prof. Olufemi Alabi

Instructor: Dr. Lindani Moyo, APS-AD communications & marketing committee

Helpers in the breakout sessions:

1. Introduction to slack – what is slack? what is its purpose? what do other people say about slack?
2. Practical session – slack installation: is everyone having slack running on their device? If not, we can help. You can install it in all your devices if you like to: desktop, tablet or mobile etc
 - a. Desktop -mac/linux/windows: <https://slack.com/> (click the link from a web browser in your device then navigate to the “download” button at the bottom of the page, it will automatically take you to a download specific to your device)
 - b. Desktop windows download: [Windows | Downloads | Slack](#)
 - c. Android phone/tablet: <https://play.google.com/store/apps/details?id=com.Slack>
 - d. Apple iphone/ipad: <https://apps.apple.com/app/slack-app/id618783545?ls=1>
3. Sign into slack from your device – Don't already have a slack account? No worries we can create one. You can use your already existing google account to sign in or you can also create a new account using your work or school email or any other account. You can then sign in to slack from your desktop, tablet or mobile or on all your devices at the same time
4. Congratulations you have now installed slack and signed on into your device(s)!!
5. Please join the slack group for the APS-AD committee members using the link https://join.slack.com/t/africanphytopathology/shared_invite/zt-161rb2wlv-YAga6En6Sxe5hspnh9EeFg
6. Let's navigate around!!
7. **Breakout session:** each committee goes into its own break out room. Brainstorm how you will use slack to benefit their committee benefit and how they will use it to leverage communications with the rest of the committees: inter- and intra APS-AD committees communications, file sharing etc,.

Committee chairperson/ secretary – create a public channel for their committee and discuss what they will name their channel on which they will share all content and discussions that they want other committees to see or share into. Also create a private channel into which only the committee members who have access to committee restricted discussion can be added. (Upon joining the APS-AD slack group, you will notice that each committee may already have a public channel to their name, you are welcome to rename it as you see fit and you may only need to create only a private channel if you already have a public channel created. Further details of how to create public or private channels will be covered in the training, and you are welcome to have your questions and comments ready for the training).

The executive will also create their own public and private channels for similar purposes. Therefore, the chairperson or secretaries of each committee will need to make sure that they have created a public and private channel for their committee and that they have added

everyone who should have access to their committee in the private channel. The private channels will operate the like the current private WhatsApp groups that different committees have for their private discussion etc except this time they will have access to different tools from slack at their disposal as we will discuss in the training.

Important to note is that the privacy level of each channel to public or private can be changed as needed. This is crucial if in future we decide that other APS-AD ordinary members have access to the slack, we could upgrade the currently public committee groups to private and manually add the committee members of other committee into those groups. That would mean that when that happens, each committee will have two private groups, one private group that has its immediate members, and another private group that has all committee members from other committee groups but still private to the rest of the ordinary members that join in.

The communication manager could create a private channel from which he can integrate APS-AD telegram and APS-AD twitter to allow for management of both twitter and telegram (*we are still to explore tweeter and telegram integration further*).

The helpers will go around the breakout rooms to help each committee with settings that they need.

8. Report from committee chairs or secretary from the discussions or slack uses from the breakout sessions.
9. Participants are allowed to share their screen for any questions/issues they have
10. The PowerPoint of this training sessions will only be shared on slack in the channel called #training-proffessional-development!

We would like your feedback to help us get better!! Sometime after the training, a survey will be sent out for your feedback to help us with future training programs.

Best regards,

APS-AD communications & marketing committee