APS African Division and the African Phytopathology Group

APS-AD_Slack Zoom Training: APS-AD Exco members, APS-AD Standing Committee members

Date: April 28th, 2022
Time: 10:00-12:30 a.m. U.S. Central time
Moderator: Prof. Olufemi Alabi, President, APS-African Division
Trainer/Facilitator: Dr. Lindani Moyo (with help from Dr. Lisa Rothmann)
Join Zoom Meeting:
https://us02web.zoom.us/j/87621326380?pwd=Y2FNaG9LODVOU0xSaEtVUzFTd2dMZz09
Meeting ID: 876 2132 6380
Passcode: 956285

Training schedule:
If you need help during the session, please let us know how we can help you.
1. Introduction to slack – what is slack? what is its purpose? what do other people say about slack?
2. Practical session 1 – slack installation: does everyone have slack running on their device? If not, how can we help? *(if you need one-on-one help to get it installed just let us know, we can assist)*. 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. Practical session 2 – 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 into slack from your desktop, tablet or mobile or on all your devices at the same time. Moreover, if you have two or more different slack accounts created with different emails, they can all be accessed from within the same app! Congratulations you now have installed slack and signed in from your device(s)!!
   Invitation link: Please join the slack group for the APS-AD committee members using the link https://join.slack.com/t/africanphytopathology/shared_invite/zt-1834v74dc-mhPUTWf9Efzzt6PPvfQ1QA

The link should not be shared outside the exco and the committees otherwise anyone will be able to join – the link has an expiration date (Saturday, 30 April, 2022)

4. Let's navigate around!!

   Creating and managing slack channels

   Which app do you use to store your files, OneDrive? google drive? Dropbox? From slack app you can link your apps such that your files are easily accessible to share with colleagues etc, its also possible to create documents from within slack, and you can share with everyone in a particular channel at the same time being autosaved into the associated OneDrive or google drive or Dropbox etc. it's also possible to link meetings and calendar apps for scheduling meetings or reminders etc

   Forward emails to specific committees on the fly with "slack for gmail" or "slack for outlook"

5. **Breakout session:** each committee goes into its own breakout room. Brainstorm how you will use slack to benefit their committee and how they will use it to leverage communications with the rest of the committees: inter- and intra APS-AD committees communications, scheduling meetings, creating files and file sharing seamlessly etc. Explore the slack apps that can be useful for their committee

   a. Prompts to help stimulate discussion:
      i. How will we use slack to keep connected?
      ii. What tone of communication do you expect in the channel?
      iii. How can we ensure we all stay active and engaged?
      iv. What topics can we include in public channel?
      v. Could your committee share/co-host a channel?

   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 from public to private can be changed as needed, however private channels cannot be made public. 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*).

6. Report from committee chairs or secretary from the discussions or slack uses from the breakout sessions.
7. Any questions/issues before we close?
8. 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