

Driving High Engagement With Your Employees



Strike a chord with your employees

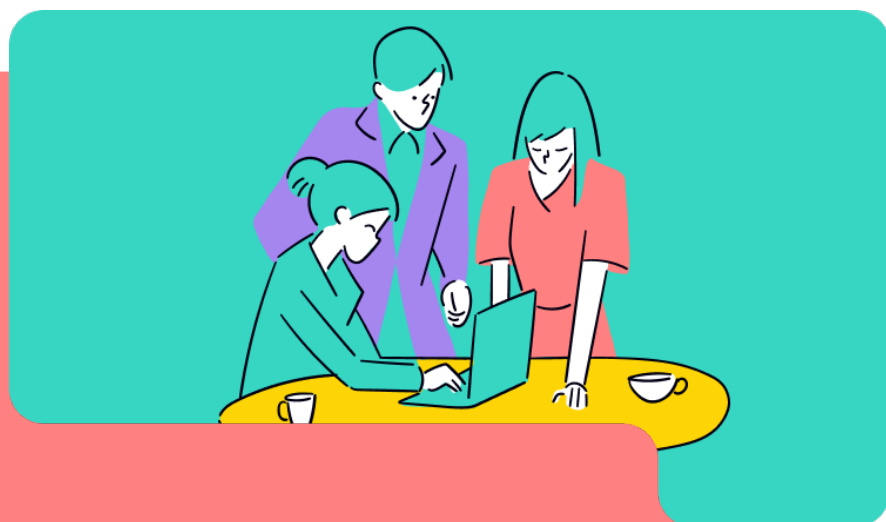
How an online forum can create harmony in your organization

Imagine you are an orchestra conductor, and your employees are musicians. Each one plays a different instrument, and together they create a harmonious melody that is your organization. But what happens when a musician is out of tune or out of sync with the rest of the orchestra? That's where an online forum discussion template comes into play. It's the equivalent of a musical score that helps your team play in harmony and stay connected, engaged, and motivated.

9 must-have elements for your online forum discussion board template

- Determine the purpose of your online forum or discussion board. Will it be for employee engagement, collaboration, knowledge sharing, or all of the above?
- Choose a user-friendly platform that is easy to navigate and accessible to all employees. Some popular options are Slack, Microsoft Teams, and Google Groups.
- Develop guidelines for posting and interacting on the forum. Encourage open communication and discourage negative behavior.

- Create a profile for each employee to help them personalize their experience on the forum. This can include their job title, photo, and a short bio.
- Schedule regular check-ins or prompts to keep employees engaged and active on the forum. For example, you can ask employees to share their weekly goals or favorite work-related book.
- Provide training and support for employees who are new to the forum or need help navigating its features.
- Monitor and moderate the forum to ensure it remains a positive and productive space for employees.
- Analyze engagement metrics to determine your forum's success and identify improvement areas.
- Continuously iterate and improve your online forum or discussion board template based on employee feedback and changing organizational needs.



Encourage collaboration and foster a strong sense of belonging

By structuring an online discussion forum, create a virtual space where your employees can connect, collaborate, and grow together. Organizations that foster a strong sense of belonging among employees have 56% higher job performance, 50% lower turnover rates, and 75% fewer sick days. So, don't hesitate to invest in your team's well-being and create a space for them to thrive.

Refer to our sample template to make it easier for you to implement a virtual space.



Sample online forum template.

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Purpose: This online forum is designed to facilitate communication, collaboration, and knowledge-sharing among all employees in the organization. It is a virtual space where employees can connect with their colleagues, ask questions, share ideas and experiences, and stay up-to-date with the latest news and developments in the company.
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Platform: Our organization has chosen Slack as our online forum platform. It is a user-friendly and versatile platform that can be accessed from desktop and mobile devices.
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Guidelines: To ensure that our online forum remains a positive and productive space for all employees, we have developed the following guidelines:



- Respect all members of the forum and avoid any negative or disrespectful behavior.
- Encourage open and constructive communication, but avoid any personal attacks or offensive language.
- Do not share any confidential or proprietary information on the forum.
- Report any violations of the guidelines to the moderators.



Profiles: Each employee will have a personalized profile on the forum. It will include their name, job title, photo, and a short bio.



Check-ins: We will schedule weekly prompts and check-ins to encourage regular engagement on the forum. For example, we may ask employees to share their accomplishments for the week or their goals for the upcoming week.



Training: We will provide training and support to employees new to the forum or needing help navigating its features. We will also create a FAQ section with answers to commonly asked questions.



Moderation: Our online forum will be monitored and moderated by a team of moderators who will ensure that all content on the forum is appropriate and relevant. They will also be responsible for enforcing the guidelines and resolving any disputes that may arise.



Metrics: We will analyze engagement metrics on the forum, such as the number of posts, comments, and reactions, to determine its success and identify areas for improvement.



Iteration: We will continuously iterate and improve our online forum template based on employee feedback and changing organizational needs. We will also celebrate our successes and share our best practices with other departments and organizations.



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