AFS-USA Volunteers & Facebook Workplace

May 2020

Workplace Webinar May 2020

- Why Workplace?
- How do we use Workplace?
- How should we use Workplace?
- How do we access Workplace?
- Resources
- Questions

What is Facebook Workplace?

- Workplace is a dedicated and secure space for groups to **connect, communicate** and **collaborate**.
- Like your Facebook News Feed... but just about AFS!
- It is not regular Facebook. It does not link up with your current Facebook account, but it does liaise with Global Link.
- 90% of Workplace's features mirror those of regular Facebook.

Why is AFS-USA Using Workplace?

- A space for volunteers to connect with other volunteers
    - Share best practices
    - Learn from each other
    - Share resources
    - Build a sense of community as a region and as a volunteer network
- A space for USA staff to connect with volunteers
    - Highlight new/relevant resources, scholarships
    - Promote volunteer opportunities, webinars, events
    - Highlight outstanding teams, volunteers

Workplace

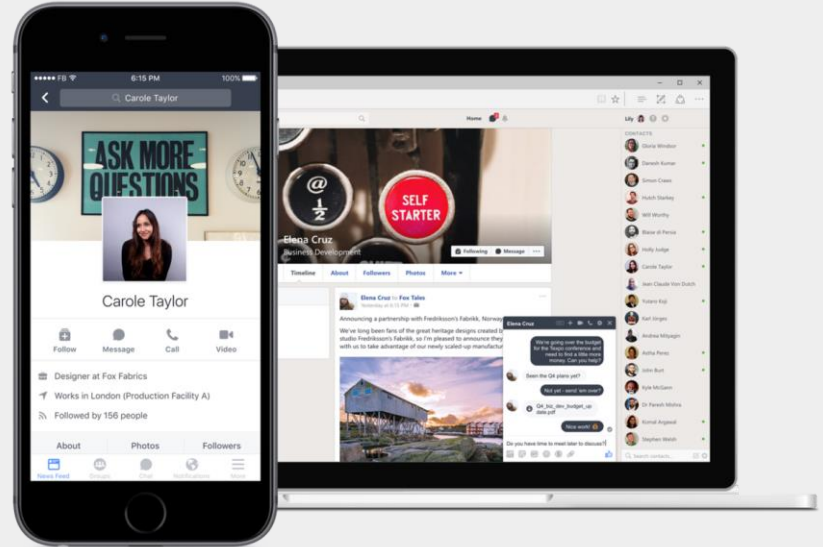Important: Workplace is **not** replacing other forms of communication from AFS-USA!

Important: Workplace is not replacing other forms of communication from AFS-USA!

- Email
- MyAFS
- MyAFS News
  … aren't going anywhere!

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Similarities to Facebook

- News Feed
- Groups
- Chat
- Photo Sharing
- Profile Page
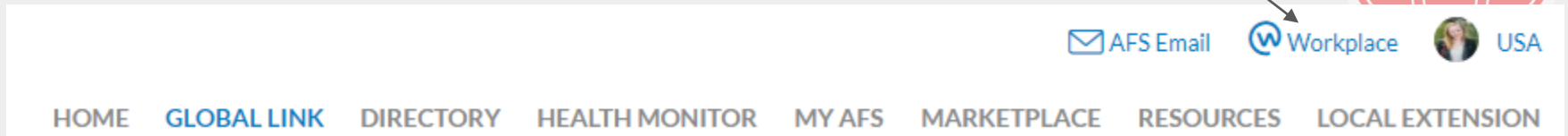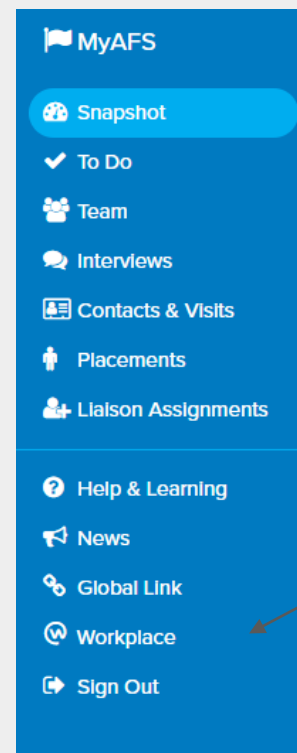- Interface
- Mobile friendly (Workplace has its own app!)

Why Don't We Just Keep Using Facebook?

- Easier to organize volunteers/staff by region and role
- There is no way to restrict Facebook groups to only active volunteers
- Volunteers who are not on Facebook can still interact with others without creating a Facebook account

How to Access Workplace

1. Click the Join Today button in the Workplace invitation email
2. Go to **afsip.workplace.com** and log in
   a. The email address you use for AFS
   b. Your AFS password (whichever password you use to access Global Link and MyAFS)
3. Click on the top right corner of Global Link
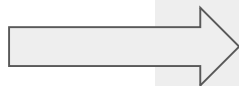4. Click on the sidebar in MyAFS

MyAFS

Snapshot

To Do

Team

Interviews

Contacts & Visits

Placements

Liaison Assignments

Help & Learning

News

Global Link

Workplace

Sign Out

AFS Email   Workplace   USA

HOME   GLOBAL LINK   DIRECTORY   HEALTH MONITOR   MY AFS   MARKETPLACE   RESOURCES   LOCAL EXTENSION

Workplace by facebook

AFS Intercultural Programs is on Workplace

Your company has enabled single sign-on.

Log In

Trouble Logging In?

Unlimited tools for you and your team to work together, wherever you are.

Sign in here with your AFS Global user account.

Username

Password

Sign in   I forgot my password.

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How To Upload a Photo

Kate
View Profile

Do Not Disturb

Activity Log

Display Options

News Feed Preferences

Settings

Select Language
English (US) · Español · Português
(Brasil) · Français (France) · Deutsch

Log out

[USA] Western Lakes Region

...tions Respon...

ork

1

1

019

eam

[USA] MyAFS News on Workplace

Kate
Staff | Digital Resources Manager · AFS Intercultural Programs

Timeline   Chat   About   More

Search Kate's timeline...

Note: Photos are not required. You could also upload a photo of something other than your face, like a pet or a piece of art, if you'd like :)

Workplace

Groups

- Regional groups
- Area Team groups
- Role-based groups
  - Volunteer Coordinators
- Event group
  - Summit- Minneapolis 2019
- Open groups
  - MyAFS News

Search
Home
[USA] West Region
[USA] Mountains and Plains Region
[USA] Western Lakes Region
ESR AFS Educator & School Relations Respon...
AFS LGBTQ+ Inclusion Network

Groups
AFS Announcements
Program Staff Group
[USA] Summit- Minneapolis 2019
[USA] LIFT Workshop 2018
[USA] Waukesha and West Team
[USA] MyAFS News on Workplace
Create Group
Prioritize Groups
See All...
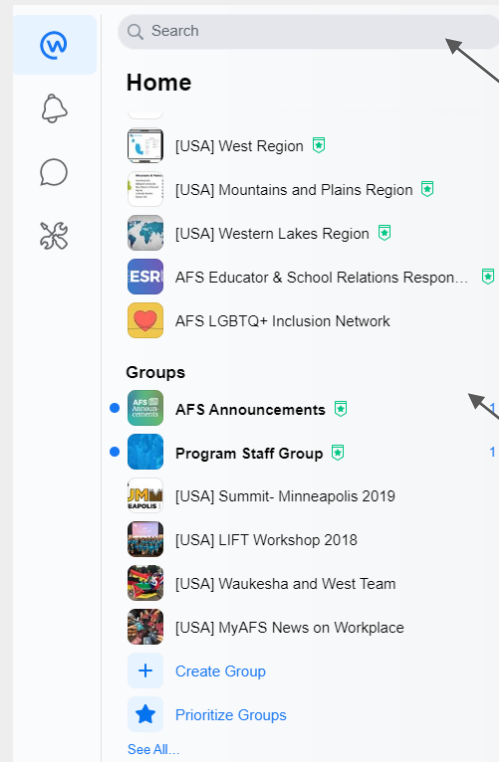
Search for groups

Groups you're in

workplace

Groups & Sidebar

Popular posts within your groups

Groups you may want to join (not all are open)

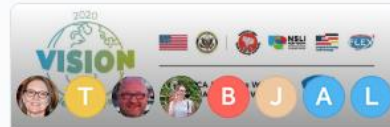**People to follow**

Events & Celebrations

🕐 One upcoming workversary

Trending Posts

👍❤️ Hi everyone! Greetings from...
15   Aris Ocampos Candia to AFS
     Branding & Marketing

👍 Very excited to have Stijn V...
37   Gro Gerdsen to AFS Community

👍❤️ In AFS Poland we say no to ...
139   Katarzyna Zychowicz to AFS
     Community

👍❤️ Greetings from Riga,Latvia ...
46   Ann´Andreza Martins to Program Staff
     Group

👍 ITA - Update #5
12   Francesco Fratagnoli to Coronavirus COVID-
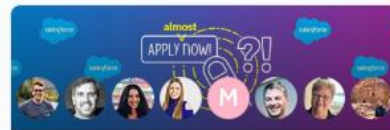   19 Information & Resources

Suggested Groups

Explore and join groups that coworkers belong to.

[USA] ECA Programs W...
73 members   Join

[AFS] PALM Partners
263 members   Join

Milwaukee Area Team Le...
18 members   Join

People to Follow

Prioritize posts from key people in your organization by following them.

J   James
    Volunteer   Follow

M   Mary Jo
    Staff | Director of
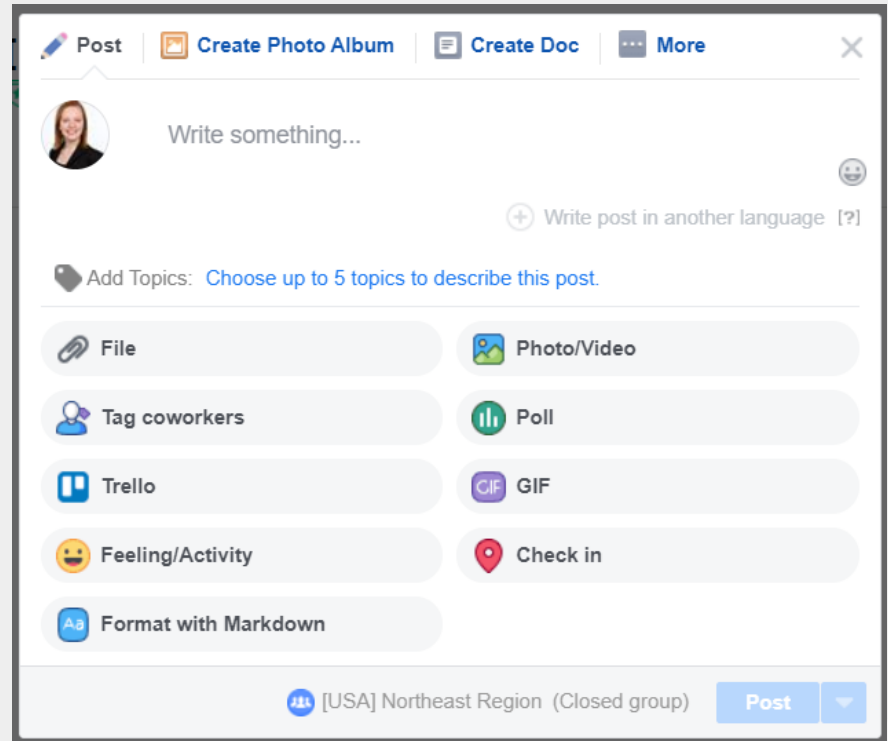   Organizational Development   Follow
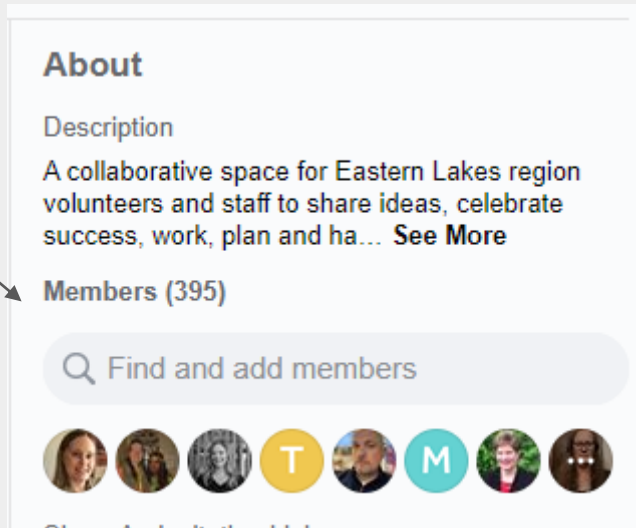
    Robert
    Volunteer   Follow

Chats ⌃

Posting in Groups

- Text
- Photos, photo albums
- Polls
- Videos
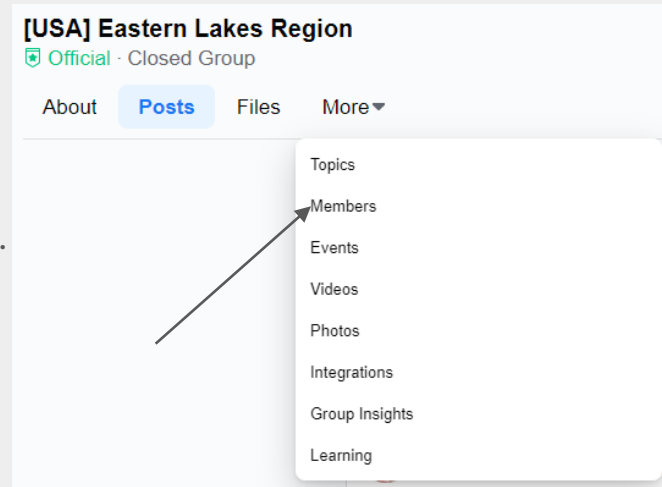- Tagging other people
- GIFs

Who's in the Group?

or...

Best Practices: Email vs. Workplace

Keep Using Email For...
- Specific student support issues
- Concerns about students, host families, or volunteers
- Travel Waivers
- Placements
- Anything that requires a specific response

Think About Using Workplace For...
- Sharing resources
- Asking general questions to other volunteers (orientation activities, field trips, etc)
- Promoting AFS events in your area
- Sharing photos
- Promoting local scholarships

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Best Practices: Online Behavior

1. Be kind and courteous
2. Present feedback in a constructive way
3. No hate speech or bullying
4. No promotions or spam
5. Respect everyone's privacy

Anything else we should add?

Notifications

1. Once logged into Workplace, click the small circle with your picture (or initials) in the bottom left of the screen. Then, click on "Settings."

2. Select "Notifications" from the panel on the left.

3. Under "Email," choose the level of frequency of email notifications. You can also select which types of notifications you would like to receive.

Get to Workplace

- afsip.workplace.com
- Workplace mobile app
- Save the website as a shortcut on your computer
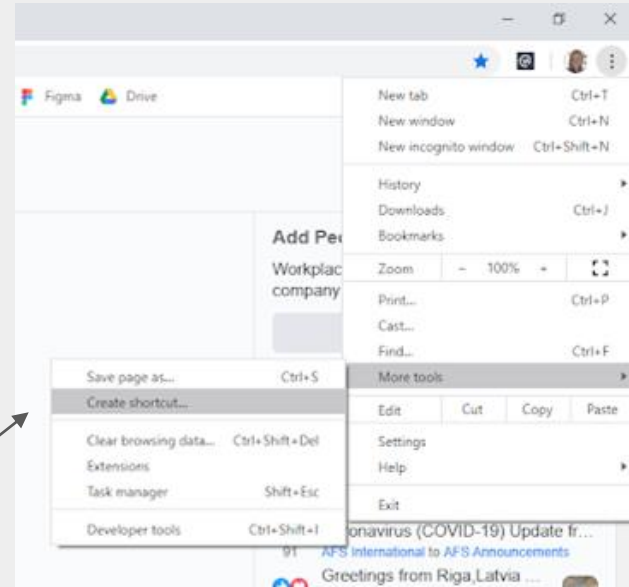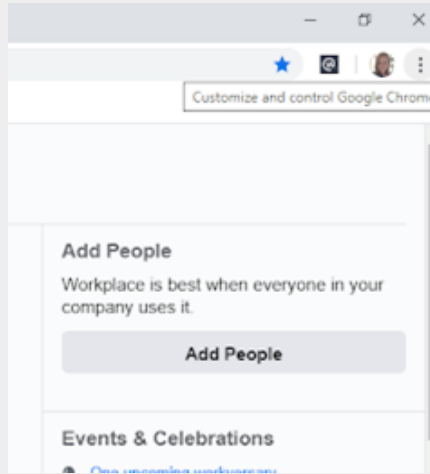
Learn More

- Help & Learning
- Reach out to your Volunteer Support Specialist
- AskAFS@afsusa.org

Any questions?