Keeping in touch with your team

This document will offer ideas on how to keep in touch with your staff using social media. Below there is a step-by-step guide on how to set up a private Facebook page and how to set up a WhatsApp group chat.

Setting up a Private Facebook Page

1) Login to Facebook on a laptop or computer and click on the plus sign next to your name in the top right corner. Then select page to begin creating your page.
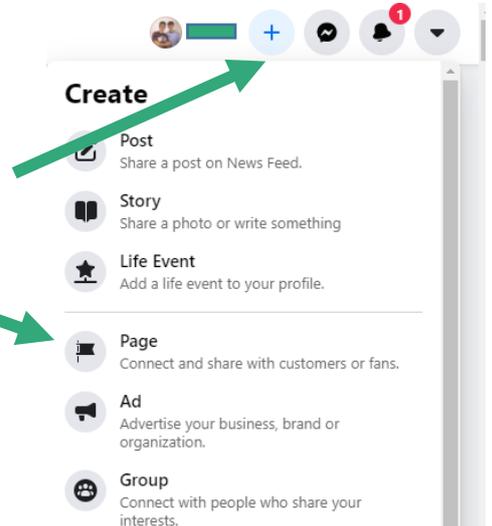
2) Input your organisation's details and select create page

3) Now your page has been created you can add a profile picture and follow Facebook's prompts to make it look more professional and even add your own content by using the create post button!
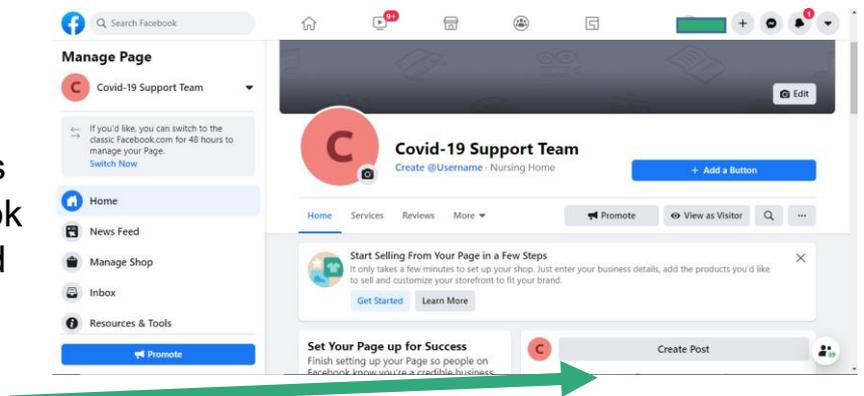
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Creating a WhatsApp Group Chat

1) After downloading WhatsApp on your phone open the app and select new group on the right below the search bar

2) Search for your colleague's names and select them. If their name doesn't appear you can input their phone number instead. Once you have input everyone's details, press next in the top right corner.

3) Now you need to name your group e.g. XYZ Care Home Staff Chat. After this press create in the top right corner to finishing creating you group.

4) Now that your group has been created you can send messages to the group using the key board and chat box screen.

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