

22. Establish Profiles for Business & Social Networking Websites

Time: 2 hours

Who: Senior Producer / Production Design Specialist

Where: RHSB Dallas

Overview

The purpose of this meeting is to confirm social networking websites that are available for business related networking.

Objectives

As a result of this activity, the Producer will be able to:

- Use currently available business and social networking websites according to RHSB corporate policy regarding their access.

Steps

1. Review the LinkedIn profiles for current RHSB production staff
2. Have the Producer complete an on-line profile and add contacts
3. Determine if there are other social media sites that may be helpful.
4. Review RHSB corporate policy regarding access to social networking sites. All content placed on social websites should be of a professional nature. Pictures posted to social website should be kept to those you'd feel comfortable sharing with your boss. Login names should also be kept professional; don't use names or terms that might hurt your image as a professional.
5. Any questions regarding Outlook synchronization with any website should be directed to RHSB's CIO in the Dallas office.

Materials

- July Fortune Magazine article on LinkedIn

Follow-up

Senior Producer and / or Production Design Specialist will review profile and make recommendations if necessary.