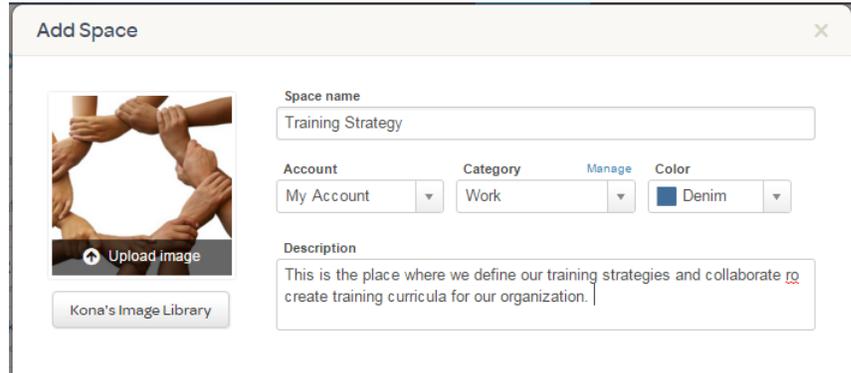


Step 1 – Add a Space

A space is specific to a collaboration purpose. It might be a proposal, an event you are planning, a project, a vacation or just about anything.



Step 2 – Prepare your space before inviting the group.

It is much more welcoming to come into a space that already has some relevant content for your group.

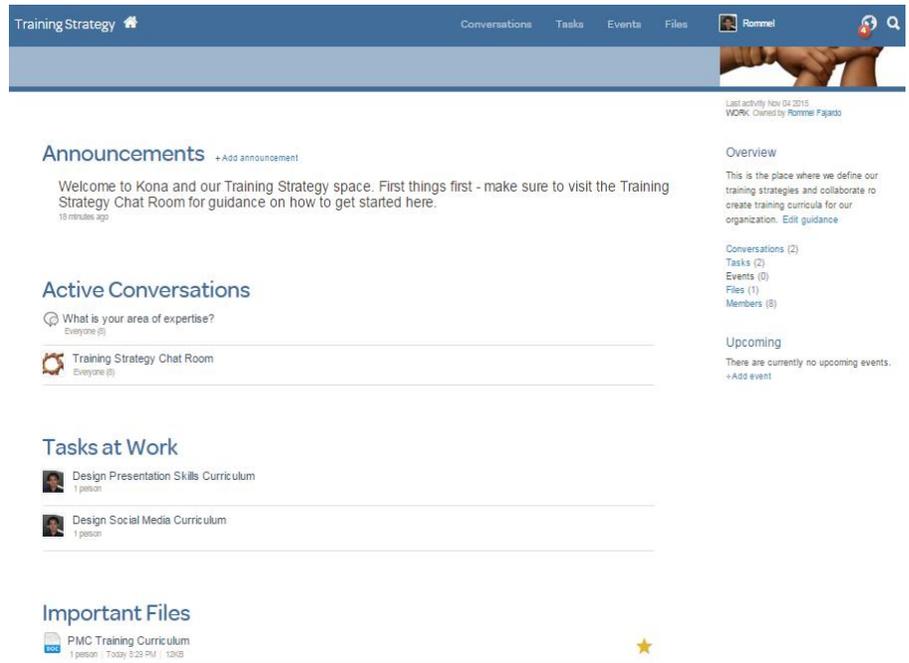
Step 3 – Jot down the rules of engagement for your space.

Here are some examples:

We will use tasks to track all our deliverables then mark these complete when they are done.

Conversations will be created for ongoing topics that we will have continued discussion on, like training survey results.

Events will be used for our monthly planning meeting and we will include the agenda in the notes section so everyone can review and add in the topics they would like to see covered.





Get your first Space Started!

Step 4 – Give the team a heads up!

Here are some tips on things to include in this note:

What is Kona?

Kona is a Social Collaboration tool that helps the individual as much as the group. For the individual, it brings everything into a single view for them to stay organized across all their projects while providing a place for the group to accomplish their shared goals. This creates more engaged employees who have increased visibility into their projects. They have one place to go for all the files, tasks, meeting notes, and comments. This creates stronger relationships with customers and allows the team to get things done faster.

Why are we going to use it – what's in it for our group?

- Keep things moving between in-person meetings
- Provide a single place to find all your files
- Be able to see why decisions were made

You will be receiving an invitation to join shortly.

Greetings,

The purpose of this email is to get our entire group set up in a space on www.kona.com. As I said, all future communication from me will come to you via Kona and this will also connect all of you to each other.

Kona will give us a single place to connect, share ideas and documents and have a group calendar. This will eliminate the endless email threads, searching for the latest version of the document and manually filing important communications in your inbox.

Kona is a communication/collaboration website and mobile app where:

- I will post all our meetings on the shared calendar.
- We will use polls to help us make decisions on the fly between meetings.
- We will collaborate on the creation of our deliverables by sharing the document and all the comments around it.

Here's what you need to do:

You will be receiving an email from Kona.com inviting you to the Training Strategy Space. Accept the space invitation and register for Kona. All you need to do is enter your name and password. That will bring you into Kona where you can find the space I set up.

Download the Kona mobile app by searching "kona mobile" in the iOS or Android app stores. Understand that all future communication will be coming to you via Kona. It's your choice on how you want to reply to Kona conversations – you can do it on the website, via the mobile app, or by replying to the email digests. If you prefer you can turn off email notifications and always use the mobile app or Kona.com

Open the conversation called "Training Strategy Chatroom" when you get into the space to read the welcome message.

See you soon in Kona!
Your Name

Step 5 – Roll out the Welcome Wagon!

Now it's time to invite the team.

Help them get engaged;

- Post a welcome note in the Announcements section.
- Be present in conversations to inspire continued sharing and collaboration.
- Share something and ask for feedback.
- Start a poll to break the ice and ask the group to vote on something.
- Lead by example – show others how to use @mention to call out someone in a conversation.
- Encourage everyone to keep it in Kona to reap the full value of having comments, files and to-do's all in context.

