

3 Must Reads for Business Managers



**HOW TO GET THE
FEEDBACK YOU NEED**



**PRESENT LIKE A PRO
9 TIPS TO PRESENT**



**COOL TOOL
IMAGE SEARCH**

SUCCESS BYTES

Whatsapp Best Practices or Drama...Your Choice!

Today I once again witnessed “Whatsapp drama” in a professional group I am part of and I yet again realised that with the creation of new mediums of communication we need to continuously evolve best practices for using them.

Underneath are some best practices for using WhatsApp in professional contexts forged through trial and error:

1. Add your profile picture (not your child’s/abstract image etc). Use the status option sensibly.
2. Ensure messages are directly related to the group’s objectives & relevant to entire group.
3. Give a miss to good morning, inspirational messages or jokes.
4. Use direct messages or make small groups to explore special interests. Do not bombard the larger group.
5. Mute the Whatsapp group when you are sleeping or in a meeting so that you are not disturbed.
6. Star messages you want to keep. Whatsapp now has the option to delete all messages except those starred.
7. Use the reply option when responding to a message. This increases coherence.
8. All rules of decent behaviour are applicable on WhatsApp also. Be careful in what and how you say things.

Happy Whatsapping!!!



**Larks Learning
assists organisations
to achieve their
business goals
through people**

Key areas:

- Customised behavioural training
- Extended DISC certifications & reports
- Women Lead - strategies that work for women in leadership

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