



NAVIGATING WHATSAPP

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We want the WhatsApp group to continue to be a useful and enjoyable space for members. Here are a few tips to keep things flowing:

- **Check the Member Portal for Chat History**

If you want to check out past conversations, visit the Member Portal > Recommendations page (log-in required). Here you will find a summary of the WhatsApp chat history which is updated regularly and offers a quick reference to the advice and resources discussed.

recommendations

Download the PDF to access links in the document. New members don't have chat history, so the portal is a great starting point if you have recently joined Chief HR.

If you've forgotten your member portal password please email us.

forgot password

- **Identify Yourself**

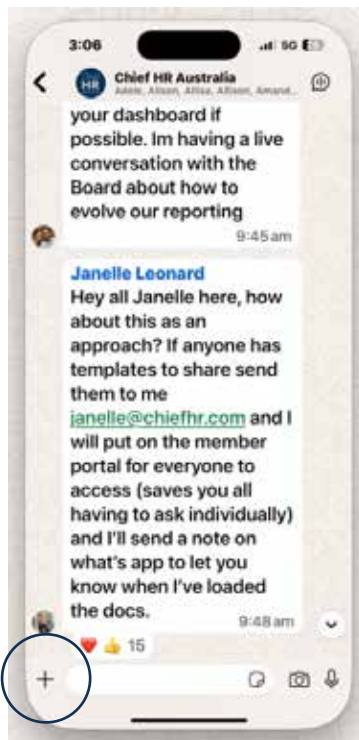
When posting, include your name, company and any helpful context like location. It makes it easier to support you if the context is clear.

- **Topic Communities**

We create side topic groups to reduce traffic on the main page. For example, we have a Talent group where you can list vacant roles and share recommendations. Please don't name individuals, take those conversations offline. Topic groups are added as needed.

- **Use Polls**

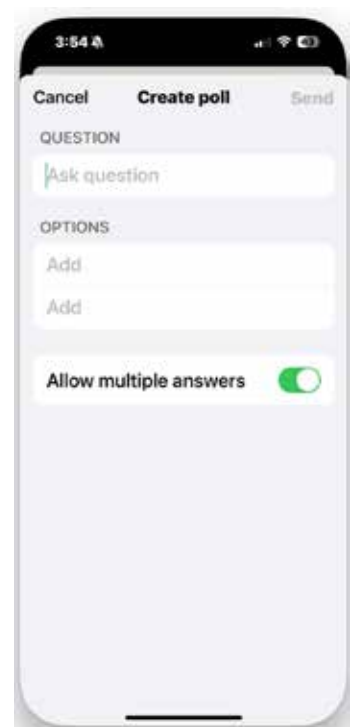
Polls are working well for quick input, so please continue to use them where appropriate.



1. Select the plus icon to bring up the content menu



2. Select 'Poll'



3. Create your poll

- **Keep It Strategic**

Questions and discussions should stay at CHRO level, does your question belong in a CHRO group?

- **Take Follow-Ups Offline**

If a conversation needs more detail, move it to direct messages or use it as an opportunity to get to know another member.

- **Read the Room**

If there are already a few questions in the chat, consider waiting until the next day. Too many questions at once can reduce engagement.

- **Reach Out Directly**

If you would like to connect by industry or sector - please use the Member Directory in the Member Portal (log-in required).

member directory

Alternatively, email us for an introduction to members who may have the same shared challenge.

direct enquiry

- **Manage Notifications**

You can mute notifications in WhatsApp if you don't want alerts, here's how....

how to mute/unmute

- **Access documents that have been shared**

When in the chat, click on 'Chief HR Australia' at the top of your phone screen to access the media, links and documents that have been shared by members.

Any useful resources will also be added to the Member Portal > Knowledge page (log-in required).

useful resources