

Advice Sheet 11: Advice for Stewards and Safety Reps

Digital for Organising

Virtual Meetings

Use: For communicating with members when a face to face meeting isn't possible.

Zoom

Video conferencing software. Used internally by the CSP. Zoom is free to use for up to 100 users for 40 minutes per session, which is usually long enough. It's nice to see your members and co-organisers when you chat with them.

Cost: Basic set-up is free.

<https://zoom.us/>

Chatting/Messaging

Use: Keep in touch with members of the CSP team or staffside etc.

Slack

A communication app, Slack works as an instant messenger rather than as an email system, allowing for less cumbersome conversations that can better accommodate larger and more diverse groups of contacts. You can create separate "channels" for different discussions - for instance for certain projects or certain teams. You still have the capacity to send private, individual messages, as well as setting up private channels that only invited members can read. Instead of a single overstuffed inbox, conversations in Slack happen in dedicated spaces called channels. Slack makes it simple to follow conversations or find important information in an easily searchable archive. Unlike email, Slack lets you choose which conversations are most important - and which can wait.

Cost: Basic set-up is free

<https://slack.com/intl/en-gb/>

Zulip

Zulip is like Slack, but open-source. It combines the immediacy of real-time chat with an email threading model (so conversations stay organised). You can invite people to use it without asking them to sign up, which makes things easier. With Zulip, you can catch up on important conversations while ignoring irrelevant ones. Organises your chats.

Organises into topics rather than one long chat stream.

Cost: Basic set-up is free for a limited time period

<https://zulipchat.com/>

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Surveys

Use: Consult with members / Find out members views

Survey Monkey

Online survey software. Create professional surveys tailored to your needs. With pre-written templates, you can create surveys, polls, or quizzes in minutes!

Cost: Basic package is free. Unlimited number of surveys. 10 questions per survey. 40 responses per survey.

<https://www.surveymonkey.co.uk/>

Survey Gizmo

Surveying tool. Allows you to email surveys to your contacts and provides a detailed analysis of the responses.

Cost: Basic package is free which allows Up to 3 surveys at a time, 100 responses per survey and unlimited questions

<https://www.surveygizmo.com/>

All our Ideas

AllOurIdeas is a survey app. It asks users to like either option A or B. The backend then makes sure that no matter how many options you add, they're all seen an equal number of times by your participants.

Cost: Free

<https://www.allourideas.org/>

Loomio

Loomio facilitates decision making with people spread out all over the place. You open a forum, make it private or public, specify how long it will be open for, and then everyone can submit their opinions and upvote what they like, with a summary generated.

Cost: Monthly fee

<https://www.loomio.org/>

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Voting

Mentimeter

Add questions, polls, quizzes, slides, images, gifs and more to your presentations to create fun and engaging presentations. Audience uses their smartphones to connect to the presentation where they can answer questions, give feedback and much more. Visualize their responses in real-time to create a fun and interactive experience.

Cost: Basic package is free. Allows for 2 questions per presentation. 5 Quizzes per presentation. Unlimited audience size and unlimited presentations

<https://www.mentimeter.com/>

VoxVote

Voting tool for events. Allows audience to vote using smartphones anonymously during seminars, conferences, colleges, training or any other kind of presentation.

Cost: free to use for your first 5 events, where you can ask 10 questions per event. When these credits are used a payment is required to continue using.

<https://www.voxvote.com/>

Tasks Management

Use: Working as the CSP Workplace Team

Meistertask

Meistertask is a colorful and free task management tool. With it, you can assign responsibility for certain tasks to certain team members and then follow each other's progress, ticking off tasks that get completed in a way that keeps the momentum going.

Cost; Free

<https://www.meistertask.com/>

App: <https://www.meistertask.com/apps>

Trello

Trello is the visual way for teams to collaborate. It's a project management tool centered around lists. Like Meistertask, you can assign responsibility for certain tasks (called 'cards') to certain team members and then follow each other's progress on a shared virtual 'board'. It's API makes it easy to integrate into your existing email workflow.

Cost: Free

<https://trello.com/>

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Teamwork

Plectica

Like a virtual collaborative whiteboard! Plectica helps you and your team visualise & connect information so you can get on the same page.

Cost: Basic set-up is free
<https://www.plectica.com/>

Social Media

There are a number of social media tools which can be useful when organising. The most popular are Facebook, Twitter and Instagram.

FB @charteredphysios
Twitter @thecsp

Petitions

There are many online petition tools e.g. 38 Degrees. Change. It is easy to set up a petition. However it is better to use one of the union specific petition tools. Not only might you want to set up your own petition but you might also circulate information about petitions for members to sign.

Megaphone UK

Megaphone UK is a project of the TUC, in collaboration with its affiliates. Megaphone supports unions to start and run campaigns to make workplaces and communities fairer.
<https://www.megaphone.org.uk/>

Coworker.org

Coworker.org allows you to start, run, and win campaigns to change your workplace. Start by creating a Coworker.org petition and talking to your coworkers about your campaign.
<https://home.coworker.org/>

Designing

Use: Various design tools to help you communicate with member and potential members.

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Designing Presentations

Beautiful.ai

Beautiful.ai is marketed as Powerpoint + artificial intelligence. Creates beautiful presentations in minutes. Their free presentation creation software makes it easy to create Powerpoint-compatible presentations that are eye-catching yet simple. No matter how you design things, the AI underneath their builder makes sure your final product comes out looking professional. It also makes it easy

Cost: Basic set up free

<https://www.beautiful.ai/>

Panopto

Panopto, a piece of software to record presentations which can be used to convey information when face to face meetings aren't possible. Record the presentation, upload it to YouTube and send out the link for members to watch in their own time.

Cost: Free trial but then monthly payment.

<https://www.panopto.com/>

Posters

Canva

Design software for posters, newsletters, infographics, flyers and more. You can upload your own images, or use some of Canva's free images and designs. And the tablet app works just as well as the online desktop version. Layouts are more community than business focused and includes lots of events and political posters.

Cost: Free

<https://www.canva.com/>

Poster my Wall

Poster design software. Create amazing Posters, Videos & Graphics. Thousands of templates, free downloads and easy tools.

Cost: Basic set up free

<https://www.postermywall.com/>

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Adobe Spark

Adobe Spark is a suite of design tools that allows you to make your own posters, videos and webpages using your computer or iOS mobile device. The poster-making tool of this collection of apps is called Spark Post. This app offers a range of poster templates and layouts that you can use to create your own custom posters for sharing on social media and for print.

<https://spark.adobe.com/make/posters/>

Fotor

Fotor offers a variety of poster design layouts and templates. Fotor's poster maker will help you customize your poster making and display the most important messages for all occasions, attracting people's attention immediately!

Cost: Free

<https://www.fotor.com/features/poster.html>

Crello

Designs digital imagery/adverts for social media. Quite business orientated imagery.

Cost: Basic set up free

<https://crello.com/home/>

Images

UnSplash

Free-to-use stock images for your website, pamphlets, newsletters or latest campaign. Good quality photos. Used by CSP designers.

Cost: Free

<https://unsplash.com/>

Pixabay

Free-to-use stock images for your website, pamphlets, newsletters or latest campaign used by CSP designers.

Cost: Free

<https://pixabay.com/>

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Making Videos

Powtoon

Online video/animation software. Choose from a library of video and presentation templates in various styles that can be instantly edited to say just what you need to get the word out.

Cost: Basic package free. Up to 3 mins videos/animations from limited library.

<https://www.powtoon.com/index/>

Vyond

Online animation software allows your business to easily create professional animated videos for all industries in job roles like marketing, training, and eLearning Vyond lets you create videos easily with a library of templates, sounds, props, and so much more. Great for building attention.

Cost: An annual fee

<https://www.vyond.com/>

Articles

Buzzfeed Community

Make your own BuzzFeed explainer. Anyone can sign up and make a listicle – ‘5 things you didn’t know about being a CSP member’ or ‘10 reasons to join the CSP’. You can easily add gifs and pictures to make it look more lively.

Cost: Free

<https://www.buzzfeed.com/community>

Infographics

Piktochart

Software that creates infographics. Make your data, survey results or few facts engaging and vibrant by using an infographic.

Cost: Basic package free. Up to 5 active visuals.

<https://piktochart.com/>

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Infogram

Similar to Piktochart

Cost: Basic package free.

<https://infogram.com/>

Gifts

Giphy

Create your own Gifs from your photos or video or from stock Gifs.

Cost: Free

<https://giphy.com/>

Word Clouds

Use: To record feedback in a visually stimulating way. A word cloud is an image made of words that together make a shape. The size of a word shows how important it is e.g. how often it appears in a text - its frequency. People typically use word clouds to easily produce a summary of large documents (reports, speeches), to create art on a topic (gifts, displays) or to visualise data (tables, surveys).

Word Clouds

Wordclouds.com is a free online word cloud generator. Software allows you to write direct into cloud generator or upload word documents. Software allows you to create specific shape.

Cost: Free

<https://www.wordclouds.com/>

Word it Out

Basic word cloud software.

Cost: Free

<https://worditout.com/word-cloud/create>

Quizzes

Use: To make meetings or training sessions more engaging.

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Kahoot

Create a learning game or trivia quiz on any topic. When you host a Kahoot live, questions are displayed on a big screen, and players answer on their devices. Participants join a Kahoot quiz with a PIN provided by the host and answer questions on their device. The answers are then put on the big screen.

Cost: Basic package is free. Use the home or school options as the work option wants payment!

<https://kahoot.com/>