Intranet is...
- Internal Communication
- HR Management
- Training
- Sharing
- Knowledge Development

101 ideas for SharePoint Intranet
Make your company intranet a more enjoyable and fun place to be with the languages of humour, play, art and culture. Use light, non-invasive edutainment to engage users better.

New languages

Everyday input to bring the company intranet to life

1. Audio video tutorials
   Using voice-guided films, maximum a minute in length, with some written text and with moving images which sum up the key concepts, makes any subject more attractive.

2. Cartoons
   The message of cartoons is immediately accessible, grabs your attention and is thought-provoking; if there is an element of irony, the cartoon strengthens understanding and makes subjects more interesting - especially those which are often seen in the company as boring or dull.

3. Animated cartoons
   The visual strength of animated cartoons gets the message across in a light, humorous way, making sure that it is still anchored to concrete experience. This innovative language engages viewers and captures their attention.

4. Company serials
   Short films, lasting a few minutes, can be used to describe both positive and negative company behaviours. Professional actors make the scenes realistic for the viewers and the films give tips and show procedures to follow.
5 **Culture tips**
You only need a few seconds for a pleasant, relaxing break which regenerates the mind and ups your energy levels! Quotations, practical advice, reminders, odd facts and news are all good for both the mind and creativity and put freshness and speed back into your work. They can be broadcast periodically, following a pre-set schedule.

6 **SharePoint books**
Digital-format books that users can leaf through: they can flick through the text either in a traditional way or using hypertext. A mix of innovation and tradition...

7 **“Books in the Company”**
Suggestions for reading with brief descriptions and pauses for thought. The language of literature is useful for offering an alternative point of view.

8 **Art Forms**
Works of art which strengthen the message and encourage you to think more deeply … shaping you along with the arts. All you need is a touch of creativity to open your mind up to new perspectives, to create ideas and to stimulate curiosity and a sense of engagement.

9 **Intranet Mascots**
Animated characters guide the user through the intranet: they outline clear, simple guided pathways and illustrate how the contents are transmitted.

10 **“SharePoint Smile”**
Funny cartoons, animated cartoons, sayings and odd facts so you start off your working day in a good mood.

11 **“Physical wellbeing activities”**
Stress, muscle ache, general feeling of tiredness... how can we avoid them? With the help of 4 guide characters and animated cartoons which demonstrate exercises, it’s easy to dedicate a few seconds a day to: preventing problems caused by bad posture, toning muscles, increasing your body’s flexibility and improving your breathing.

12 **“Emotional wellbeing activities”**
Aimed at discovering the main emotions (joy, anger, fear etc.) so you develop self-awareness. They help improve your relationships with yourself and with others.

13 **“Mental training activities”**
Interactive educational & perception games and problem-solving exercises test different cognitive (creativity, decisiveness, etc.) and social (communication, listening, etc.) competences.
14 “MusicalMind”
Is it possible that listening to music can help people who work in the company improve their sense of wellbeing and increase their productivity? The most recent scientific discoveries in the Neurosciences have shown that music has great potential when it comes to developing the mind’s cognitive and emotional capacities. A selection of music tracks to listen to in order to improve your working life.

15 “Good morning workforce”
Everyday information, news and communications broadcast via the intranet.

16 “30’ seconds”
A series of topic-based quizzes and facts on the company intranet which you can see when you first access it: you only need 30 seconds a day to engage people and consolidate company messages.

17 “Topic-based company news”
A cartoon serial taking the form of a TV news programme. Journalists report news stories about the Ethics Code (Ethics News) or environmental issues (Eco News).

18 “Topic-based animated cartoon serials”
Cartoon Serials designed around topics chosen by the company and broadcast according to a pre-set schedule.

19 “The Essentials”
A series, in print, on the basics of communication. A collection of worksheets with excellent graphic design.
Shortening distances means creating an intranet which puts people in touch with each other, which makes it easier to share information, which provides spaces for everyone to make their own contribution.

For a more engaging, interactive intranet which people really use.

20 Company wikis
A cooperative writing tool so that documents are created by more than one hand. Very useful for knowledge management and sharing information within the company ... for continual shared growth.

21 Ideas box
A space where ideas or suggestions about specific topics can be collected or where company problems can be posted, so that everyone can contribute freely to solving them.

22 Competitions
Ideas, photo and video competitions to engage employees and make the most of opportunities for improving the company.

23 Photo of the day
A space where you can post your own photos or add photos to topic-based galleries, including those which are not related to company issues. The best photo could be chosen on a daily basis and published on the home page.

24 Polls
Company polls on important issues or on issues where the company wants to create consensus and active participation.
“We’re the stars”
A format for making company serials. Filming is organized inside companies; employees are the actors and the stars of the show.

Car sharing
An interactive space where people can interact and meet up to work out whether they can share private cars. This saves on transport costs and contributes to socially-responsible behaviour.

Relationships at a distance
Tools that can be used to enhance relationships and cooperation at a distance within the company

People finder
A staff search engine to access profiles and contact details of employees and managers.

Personalized profiles
All employees have their own space to write and personalize their own profile, with different degrees of autonomy, ranging from being able to post their own photo to a personal collection of ideas for improving the team or the company.

Micro-blogging
An area for active participation: users insert brief messages and comments and so contribute to the creation of a shared company blog...an opportunity for starting up company communities.

“LinkedCube”
LinkedCube by DS Group is a platform which combines social networking, knowledge management and unified communication in a single solution; the convergence of these different characteristics makes it an effective tool for improving and enhancing the company’s internal communication, and for sharing documents, activities and ideas.

101 ideas for your SharePoint intranet... which shorten distances
Communities

This opportunity of creating communities freely whether they are topic, interest or project-based, is good for cooperation at a distance, information-sharing and creating a sense of belonging, which also applies to people from different departments within the company.

Corporate blogs

Company managers or heads of department could open a space on the intranet where they post short articles to pass on communications, to share ideas and visions, to promote initiatives, to emphasize specific issues and to gather employee feedback.

Forums

A space available to the company communities where users discuss topics of common interest and compare and exchange ideas and information.

Basic hypertext languages

In every discipline and every sector, there is non-specialist level of knowledge which should be shared across the board by all company employees. Sharing basic language means shortening the distance between the different sectors.

SharePoint marketplace

A location where people can post ads for the sale/rent of items, books, houses, holidays etc. both as buyers and sellers.

“I’m interested...”

A location with topic-based sections given over to people’s art, cultural and sporting interests, so they can make themselves visible and meet up with other talents and intelligences to create communities which cut across roles and hierarchies.
Intranet has a vast array of tools and solutions for training and is the starting point for all individual and group learning programs. This learning model is perfect for technical, rule-based and behavioural training.

### Check up
Have you ever weighed up your communication competences? Do you want to find out how your company communicates? “Check up” is the application for self-assessment which equates the importance of a competence with the self-perceived level, bringing out actual learning needs.

### Post it skills
For every subject (from soft skills to company procedures) it’s a useful idea to compile a list of ten tips to remember, ten behaviors to adopt or ten key competences. A set of rules made up into practical post-its for you to drag onto the screen so they can be put into order, for example, into strengths and areas for improvement.

### “MyLearningPlan”
Application which makes it easier to plan and design personalized training programs, which comes from combining different teaching methodologies into a blended learning scenario.

### “MyPlaylist”
Do you want to personalize learning? This application offers you the opportunity to choose multimedia lessons from a course to build an autonomous learning program.
41 Multimedia activities
Lots of different types of activities (fill in/match/drag and drop), which bring the user into play.

42 Automatic generation of activities
Application which automatically generates new activities for individual and group training.

43 Orientation maps, mind maps
Mind maps are drawn up to represent a set related to a topic. The pictures, signs and images on mind maps mean that all components of the topic can be ‘read’ instantly.

44 Operational techniques
Techniques to apply and tools to use in everyday life: problem solving, time management, organization and planning, goal-setting ... and much more besides! Every worksheet has steps to follow with illustrations and useful tips.

45 Tests and quizzes
Fun interactive quizzes make it easier to remember content, create interest and make online locations more dynamic.

46 Glossaries
Interactive collection of technical terminology relating to a particular subject.

47 “Flipbook”
Books and manuals transformed from paper into an interactive multimedia version, to bring innovation into traditional teaching and learning. Software which is packed with resources and tools to use. Also for use with an interactive whiteboard.

48 Bookmarks
Contextual book-marking of the last lesson visited and the parts of the course already studied.

49 Podcasting
So, you don’t have time to dedicate to your own training? Are you always in a rush? Using podcasts can help you develop your competences and abilities by listening to short audio lessons.
Courses

Reduce the complexity of information and make every subject clear, fun and engaging

50 “Wellbeing and safety”
Make sure you comply with health and safety regulations (Italian Law no. 81/2008) using new communicative multimedia languages. Explore this issue with a positive outlook, based on individual responsibility and wellbeing.

51 “The ABC of privacy”
Multimedia course with great communicative impact and which is easy to consult and relates to the Italian Privacy Law (no. 196, 30 June 2003).

52 “Knowledge management and web 2.0”
A training course about the culture and tools of Web 2.0 in the context of a typical company knowledge-management course.

53 Code of business Ethics
It’s fundamentally important for a company to be responsible if it’s to confirm its leadership in the short and, more especially, in the long term. An awareness-raising and training campaign on the Code of Business Ethics via a multimedia edutainment course for the intranet.

54 “Our values”
Multimedia course to publicize and communicate company values. Getting all staff involved in the company values issue heightens a sense of belonging and motivates people.

Performance management
Personalized training and communication multimedia courses to back up performance management policies and assessment and development plans. Assess yourself, assess others and grow together

55 “Diet & Wellbeing”
Course with tips, recipes and educational tutorials on eating well. This area could have an interactive location with forums and individual contributions.

56 Technical training
Audio-video tutorials, video films and simulations, printable worksheets, glossaries and interactive tests. Multimedia courses on supplying a workplace help desk, capillary and homogenous training for after-sales networks, organizing the pool of company knowledge in a knowledge-management context.

57 “Stress-free parenting”
An intranet space for working parents, with tips for children’s different stages of growth: birth, early childhood, teenage, student life and getting into work, with tutorials, worksheets, links and interactive spaces.

58 “Knowledge management and web 2.0”
A training course about the culture and tools of Web 2.0 in the context of a typical company knowledge-management course.

59 Basic good manners
A course on good manners in everyday life, at work, at home, in net-based communications... from advice on how to seat guests at dinner to email and text message netiquette.
Training Pills

Valuable knowledge concentrates! An exclusive learning model for soft skills, training in just a few minutes

60 Pills “Excellence in communication”
Interpersonal communication techniques for the best possible relationship management in a social and organizational context.

61 Pills “Effectiveness and personal development”
Being, doing and learning: the continual journal towards personal and professional growth.

62 Pills “Organizational communication”
A busy network of processes, relationships and values which travel inside and outside the company, redesigning it non-stop.

63 Pills “Innovation, creativity and problem solving”
Problem solving techniques for generating innovative ideas and resolving critical problems.

64 Pills “Emotional intelligence and wellbeing”
How best to manage emotions, nerves and change so you can feel good within yourself and with others.

65 Pills “Leadership”
Are leaders born or made? Listening, motivating, delegating, goal getting: strategies and techniques for managing your own team in the best possible way.

66 Pills “Writing to communicate”
Professional writing and web writing: techniques for writing effectively at work, but not only.

67 Pills “A successful team”
Winning teams for successful companies. How to live in a group, cooperate, integrate and meet challenging goals.

68 Pills “Company values”
Self-awareness and respect for others and corporate social responsibility as never-ending sources of individual and company wealth.

69 Pills “Sales and a quality service”
The approach to the customer is the mirror of company identity: the right ways to carry out marketing actions and deal with the front line.
SharePoint provides a single access point for all the applications, tools and services you need for your work. From routine tasks to searching for information, through to group work, intranet becomes an area essential for productivity.

**Knowledge Management**
Applications for research, indexing and information sharing. For innovative knowledge management

- **“MyBookShelf”**
  An indexing tool designed to create a real Company Library. This application is useful for classifying, indexing and sharing books and/or electronic documents (Word, Excel, Power Point, PDF and Video files).

- **Welcome kit**
  The overall view of the company, in a click. Multimedia courses to help new employees fit in and find their way around the company. Can also be used for employer-branding policies. For clear, instant understanding of: values, history, structure, processes, people, roles, products, services and main markets.

- **Virtual tour**
  Take a virtual tour of the company with a map of buildings and plants, for organizing workplace orientation.

- **Our products**
  Interactive animation which gathers the company’s main products together into one place and describes them.

- **History**
  Interactive animation which allows the user to travel through company history by moving around a time line.
FAQs
A store of frequently-asked questions, which is also useful for a help desk. Employees can add to the database with new questions and, once they are checked, new answers.

Procedures
PMultimedia courses and schemes for effective communication and training about internal procedures. Makes company internal processes, systems and methods clear and concise as well as easy to understand, learn and remember.

Templates and formats
A content-type library with generic formats for adding content to the intranet. Methodological and graphics support for formalizing knowledge which is also useful for professional activities. Standard documents and letters, models to adapt as necessary, already in line with the company brand book.

“MyProjectWork”
An application which is designed ad hoc for company intranets which guides and supports employees in terms of theory, methodology and practice as they set up projects for improving the company, from generating ideas to planning work.

E-solving, e-working
Interactive forms: templates, empty fields to fill in and contextual guides to use on the help desk. This tool can be used, for example, in drawing up contracts with suppliers.

Shared Calendar
Application which allows event and meeting-sharing within a working group.

Meeting Management
A location where you can organize a meeting: book a room, choose the day and time, send automatic emails to participants and follow online links to your own diary.

My notes
A simple space for you to make notes and write to-do lists. As well as being useful, if this is set as the home page, people will tend to access the intranet more often.
A successful intranet comes from a careful, consensus-based design process. Tips, ideas and methodologies for teams who are coordinating the planning stage of a new intranet so that it is complete, with a wealth of resources and in line with company goals.

Clear goals
Having clear goals is of basic importance to the company intranet.

Timeline and scheduling
Set clear timelines and define the activities, making sure that you have allowed enough time for the set up of a new intranet and that you have set out the timescale.

Commitment
Be aware that you need an investment in terms of staffing and budget to create an intranet. It is of vital importance to make sure that top management is totally committed and it’s also a good idea to have an “executive sponsor” on board.

Shared Design
Involve users at the planning stage. For example, in testing the prototype of the intranet and making a survey of satisfaction.

Decentralized network
Build an intranet support network, responsible for posting, updating and checking content.
Task orientation
Make the intranet structure and its various sections are company process-based and task-based, rather than related to organizational structure.

Strategic partnership
Develop a partnership with a specialist agency which can transfer its own know-how to the company.

Constant communication
Communicate clearly and check the project’s business strategy.

Integrated promo campaign
Organize a capillary communication strategy for the launch of the intranet. Set up an integrated communication campaign, for example, by designing a promotional kit with paper material, posters and flash movies etc.

Clear rules
Set out and get consensus for communication and cooperation rules, lay down a simple set of “must dos”.

Multicultursim
Make sure that it’s an intercultural space. For example, plan for specific sections for different countries and put in multilingual content.

Multichannel approach
Make sure that it’s usable with different channels. For example, plan for the option of accessing it from mobiles and from Info Points sited in different company buildings.

Personalization
Allow users to personalize their own home page, for example, by using RSS feeds to choose a set of links.

Openness
Allow visitors to get a general overview of the intranet, including a guest view mode where some functions and sections are deactivated.

Updating
Make sure that information is always up to date and easy to find. For example, in the ‘News’ section, use a filter system (date, type of event, roles involved, country…) for searching for and selecting an event.
Adaptability
Modify contents on the intranet in relation to how people use it. For example, show the most viewed items and the most used links and highlight them visually.

Usability
Make sure that the intranet is intuitive and easy to use. For example, add a site map.

Work-life balance
Look at intranet as being more than a mere company tool. It can also be a space for people and their activities outside work; e.g. why not add a map of shopping outlets in the area so users can look at ways of saving money.

Your Idea

send us your idea...

send it to info@intranet-excellence.com