

HR INSIDER

The userguide to your global HR collaborative platform

Marjorie Vincenti

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Objectives of HR INSIDER

The first collaborative platform dedicated to the Ipsen HR network.

Target Audience: all HR Community (not open to non-HR)

Language: English only

Tone: friendly tone



- All you need to know about Ipsen HR in one place
- Promote consistency in approaches
- Promote transparency, collaboration and best-practice sharing
- Share & Inspire HR teams with insightful content (articles, experiences,trends...)
- Create a sense of community among the global HR network
- Share reference documents across the HR organization (direct link to Box-HR Community Documents)

What it is not:

- To share working/ local documents
- To publish information for employees/managers (this is the role of Ipsen Planet)
- Only top-down communication flow

HR INSIDER Governance

Admin/Community Manager

Marjorie Vincenti

Back-up: Sophie M/
Siv-Sankine/Laurence Denis

- System owner (access mngt, TMA, evolution, analytics)
- Ensure editorial content quality, update calendar, Q&A check, animate key contributors community.

Key Contributors

HRLT

(+ assistants & deputies)

Regis official messages, HRLT post inspiring articles, market benchmarks, studies , experience sharing, site visits.

CoE Global teams + BHRs

Global HR projects and Campaigns communication go through the platform, animate the community on their topic, sharing news about divisions/dpts

All Users

All
HR community members
(reading /writing in English)

- Are able to contribute by sharing inspiring articles, share great local news /initiatives, share best practices.
- Can ask the HR community anything in the Q&A forum section ?

How to access

<https://hrinsider.ipsen.com>



Follow these tips:

- Use **Google Chrome/Mozilla/Safari** web browser to get an enhanced user experience and create a bookmark on your toolbar or short link on your desktop.
- **You can access** the platform via Useful links section in iPeople and My apps in Ipsen PLANET (HR category).
- **Your first connection** to the platform will register you automatically as a member (no login/password needed).
- **The website is responsive** so you can access it on your smartphone and tablets.

Only Ipsen HR have access to the website by SSO

HR INSIDER fonctionnalités

The screenshot shows the HR Insider website interface. At the top left is the IPSEN logo with the tagline 'Innovation for patient care' and the text 'HR INSIDER'. To the right are navigation links: NEWS, SHARE & INSPIRE, Q&A FORUM, and CALENDAR. Further right are icons for Library and Help. The main content area is a grid of six cards, each with a title, a list of items, and a 'READ MORE' or 'ASK YOUR QUESTIONS' button. A blue box highlights the top three cards (NEWS - PROJECTS, NEWS - ANNOUNCEMENTS, NEWS - CAMPAIGNS), and a pink box highlights the bottom three cards (SHARE & INSPIRE, Q&A FORUM, CALENDAR). A 'Key contributors' box is positioned above the top row, and an 'All Users' box is positioned below the bottom row. A 'USEFUL LINKS' button is visible on the right side of the grid.

Key contributors

NEWS - PROJECTS

- ONE Headcount Project
March 4, 2020
- Ipsen New Mentoring Program Launch
March 2, 2020
- Discover the Ipsen Brand center
February 18, 2020

NEWS - ANNOUNCEMENTS

- Maxime Chesnais , Training & Talent Management Director, France
March 6, 2020
- HR Global Webcast -20 Feb
February 21, 2020
- 2020 Global HR objectives
February 20, 2020

NEWS - CAMPAIGNS

- NEW Digital Compensation letters
March 2, 2020
- 2019 Performance Ratings acknowledgment
February 20, 2020
- 2020 Ipsen in Motion Agenda
February 20, 2020

SHARE & INSPIRE

- Ipsen Signes won Shingo Gold Prize
March 10, 2020
- Ipsen Australia: Unconscious Bias Workshop
March 10, 2020
- Ipsen Mentoring Program in Les Ulis
March 5, 2020

Q&A FORUM

- Who is volunteer to host next HR global webcast -27th of April ?
asked by Marjorie Vincenti, 5 days ago
- Ask for further information on HR Insider use
asked by toben.tran@ipsen.com, 6 days ago
- How to raise an iPeople request ?
asked by Marjorie Vincenti, 3 weeks ago

CALENDAR

- March 23 - HRLT Meeting
@ 14:00 pm - 18:00
- April 1 - Talent Review: Assess Potential
- April 1 - Development Plan

USEFUL LINKS

All Users

How to add content

Same url link, no login/password.

Key contributors access

Key contributors are identified and get an admin access bar above the main header menu.



All users

All users can use buttons directly into the pages



Share & inspire

When to use it ?

Process:

1. Want to share with the HR community
2. Could be formal and informal but always linked to HR
3. Free to share your own content
4. Select a tag for your topic.
5. Select the push mail option if you want the whole HR community to receive it as a notification in their mailbox


How to & best practices:

1. Clear , impactful and friendly message
2. Plan ahead visuals/videos
3. External links, download documents

People

IPSEN SIGNES WON SHINGO GOLD PRIZE

March 10, 2020 - Leave your thoughts 3*



Dear HR colleagues,

I am really excited to share with you that our production site, **Ipsen Signes has received a Shingo Prize (Gold)**, the highest and most prestigious award in Operational excellence in the world. The Prize ceremony of the 32nd Shingo Conference and Awards Gala will be held in Orlando, FL on the 16-17th of April 2020.

Pierrick Lefranc, SVP Global Head of Specialty Care Manufacturing since June 2019 and previous head of site originally pushed the Signes' team towards this Shingo Prize ambition, commented: *"I am truly happy for Ipsen Signes. An extraordinary accomplishment for an extraordinary and unique team. When you can see so much positive energy and passion to serve patients, you can only be proud of the site and of all our colleagues. Everyone contributed with humility to become the most performing site in France and they deserve it."*

"We already knew that our people are our biggest asset: this prize recognizes their commitment and a level of excellence never reached before by an other French manufacturing site until now. We are so proud of this award and above all, to make history. It strengthens our trust in our strategy and perspectives of future development." added **Sandrine Garcia, actual head of Ipsen Signes since September 2019.**

All committed, we did it! The Shingo Prize. is a real dream come true thanks to the involvement and hard work of all.

What a great feeling to be among the best! *"To infinity, and beyond!"*

Signed by Pamela Fillon & Alexandra Christon.

Please find [here](#) the French Press release

The official Shingo award [video](#)

the Shingo application [video](#) (made by our employees.)

Share & Inspire: front

In this section, share inspiring posts with all the HR community such as HR trends articles, external and internal events, best practices, interesting experiences or simply great moments shared with people.



The screenshot shows a user interface for sharing and inspiring content. At the top, there is a 'TAG' section with filters: All, Best practice, Trends, People, Experience, and Event. The 'Event' tag is selected. Below the filters, there is a grid of six article cards. Each card features a thumbnail image, a title, a date, a tag, and a brief description. The articles are:

- Ipsen Australia: Unconscious Bias Workshop** (March 10, 2020) - Tag: Best practice
- Ipsen Signes won Shingo Gold Prize** (March 10, 2020) - Tag: People
- Ipsen Mentoring Program in Les Ulis** (March 5, 2020) - Tag: Event
- Ipsen Australia: The Power of Next** (March 3, 2020) - Tag: Best practice
- Ipsen Russia recognized as TOP Employer 2020** (February 25, 2020) - Tag: People
- I attended Leading the Ipsen Way program** (February 25, 2020) - Tag: Experience

- Share & Inspire articles could be posted by any member of the HR community.
- Add a tag linked to the related topic (*event, experience, trends, best practice, people*).
- Click on the tag to filter articles per topics
- Select push mail option when you publish an article if you want to send an email notification to the whole HR community.

Share & Inspire: back office

+ SHARE A POST

In this section, find your latest news about HR global projects, ongoing and upcoming campaigns and all HR announcements

The image shows two side-by-side screenshots of a web application's back office. The left screenshot is titled 'Add New Post' and contains a notification banner, a title input field, two notification toggle options (one with a 'Yes' button and a hand icon labeled '2', the other with a 'No' button and a dashed red box), a rich text editor toolbar with an 'Add Media' button and a hand icon labeled '6', and a large text area with a hand icon labeled '1'. The right screenshot is titled 'Publish' and contains a 'Save Draft' button with a hand icon labeled '5', a 'Preview' button with a hand icon labeled '4', a 'Publish' button with a hand icon labeled '8', a 'Tags' section with a hand icon labeled '3' and a list of tags (Best practice, Trends, People, Experience, Event), and a 'Featured image' section with a 'Set Featured image' link and a hand icon labeled '7'.

1. You can copy/paste easily your content from office suite documents. Only review titles, spacing, bold /italic features
2. Leave Yes on the push mail option when you publish if you want to send an email notification to the whole HR community if no just click on the button to turn it off.
3. Select a tag on the right corner menu
4. At any moment, you can visualize what your article will look like in front page , click on preview.
5. If you don't feel confident enough or want to save for later you can always save your article by clicking save draft and publish later.
6. You can add any pictures or any documents (pdf , link to box) within your articles.
7. Set your feature image that will appear at the top of your article and as the main image for your article. Tips : favor a landscape picture, minimum resolution of 72 dpi, good quality and quite large.
8. You publish your article and it will be visible on the front end of the website, now.

News

When to use it ?

Process:

1. Need to communicate to the HR community
2. Part of the Project Com plan or one single update
3. Review communication with MV
4. Write and send the news via the HR INSIDER
5. Select the push mail option if you want the whole HR community to receive it as a notification in their mailbox.


How to & best practices:

1. Clear and impactful message
2. Plan ahead visual
3. External links, download documents
4. Select a category for project news

Talent Management & Engagement

IPSEN NEW MENTORING PROGRAM LAUNCH

March 2, 2020 - 1 Comment 👍 2*



Dear Hr community,

We are happy to announce that we launched officially last week our **new Ipsen Mentoring program**, and we are delighted to have 4 Executive leaders and more than 30 global leaders already registered as mentors. To make this new program a success, we need more leaders who live and breathe the One Ipsen Way of Being, have the passion and desire to develop their colleagues and are willing to share their experiences and network.

So, please ensure to communicate locally about the program and enroll great new mentors.

From the 1st of April, all employees will have the opportunity to discuss their development plan with their managers and will be able to request the program depending on their business objectives and next career path.

FOR MORE INFORMATION, YOU WILL FIND THE ARTICLE ON IPSEN PLANET [LINK](#) AND ALL THE MENTORING PROGRAM MATERIAL IS AVAILABLE ON BOX [HERE](#).

Please contact me for any questions about the program.

Signed by Nathalie Maire

News: front



In this section, find your latest news about HR global projects, ongoing and upcoming campaigns and all HR announcements

- Global News edited by Global contributors
- **3 categories of news** : *Projects, Announcements, Campaigns.*
- For Projects news, add a tag linked to the topic (*TA, TM, C&B, HR Tools, CSR, Global HR*).
- Click on the tag to filter news per topics
- Select push mail option when you publish if you want to send an email notification to the whole HR community.

News: back office

News in the back office are called « post »

The screenshot shows the 'Add New Post' interface. On the left, there are two notification sections, each with a 'Yes' button (callout 2) and a 'No' button. Below these are 'Add Media' and 'Add Document' buttons. A rich text editor toolbar is visible with callout 6 pointing to it. The main text area has callout 1. On the right, the 'Publish' section includes 'Save Draft' (callout 5), 'Preview' (callout 4), and 'Publish' (callout 8) buttons. Below these are 'Categories' (callout 3) and 'Tags' (callout 3) lists. At the bottom right, there is a 'Featured Image' section with a 'Set featured image' link (callout 7).

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4. At any moment, you can visualize what your article will look like in front page , click on preview.
5. If you don't feel confident enough or want to save for later you can always save your article by clicking save draft and publish later.
6. You can add any pictures or any documents (pdf , link to box) within your articles.
7. Set your feature image that will appear at the top of your article and as the main image for your article. Tips : favor a landscape picture, minimum resolution of 72 dpi, good quality and quite large.
8. You publish your article and it will be visible on the front end of the website, now.

Q&A forum

Anyone can raise a question at any moment...



A screenshot of a web application interface for a Q&A forum. At the top left, it says "HOME > FORUM". On the right, there is a dark blue button with white text that says "RAISE A NEW QUESTION". Below this, there is a filter section with the text "Filter:" followed by several options: "ALL", "OPEN", "RESOLVED", "CLOSED", "MY QUESTIONS", and "MY SUBSCRIPTIONS". The "ALL" option is underlined. Below the filter section, there are three question cards. Each card starts with a question mark icon in a circle, followed by the question text, the user's name and email, and the time since the question was asked. The first card is "Who is volunteer to host next HR global webcast -27th of April?" by benoit.massal@ipsen.com, answered 5 days ago. The second card is "Ask for further information on HR Insider use" by marjorie.vincenti@ipsen.com, commented 6 days ago. The third card is "How to raise an iPeople request?" by HRIS team, asked 3 weeks ago.

- Everyone will be able to raise a question to the HR community about any project, program, etc.
- We will also use this section to post popular questions and existing Q&A that we think could benefit everyone.
- You will be able to follow the questions you interested in and receive a notification when people answer.

Calendar



Find all HR annual processes, global projects milestones, HR webcast, HRLT an Dghrm but also main bank holidays impacting our business.

Events for April 2020

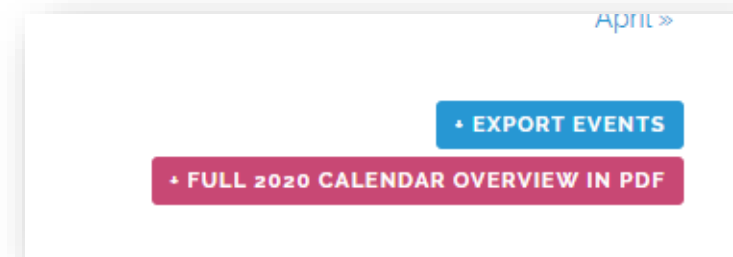
EVENTS IN 4/2020 VIEW AS Month

< March May >

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31	1 Talent Review: Assess Potential Development Plan Digital Compensation letters accessible for employees	2 Talent Review: Assess Potential Development Plan	3 Talent Review: Assess Potential Development Plan	4 Talent Review: Assess Potential Development Plan Qing Ming Jie (Tomb Sweeping Day)	5 Talent Review: Assess Potential Development Plan
6 Talent Review: Assess Potential Development Plan	7 Talent Review: Assess Potential Development Plan	8 Talent Review: Assess Potential Development Plan	9 Talent Review: Assess Potential Development Plan	10 Talent Review: Assess Potential Development Plan Good Friday	11 Talent Review: Assess Potential Development Plan	12 Talent Review: Assess Potential Development Plan
13 Talent Review: Assess Potential Development Plan Easter Monday Holiday	14 Talent Review: Assess Potential Development Plan	15 Talent Review: Assess Potential Development Plan	16 Talent Review: Assess Potential Development Plan	17 Talent Review: Assess Potential Development Plan	18 Talent Review: Assess Potential Development Plan	19 Talent Review: Assess Potential Development Plan
20 Talent Review: Assess Potential Development Plan	21 Talent Review: Assess Potential Development Plan	22 Talent Review: Assess Potential Development Plan	23 Talent Review: Assess Potential Development Plan HRLT Meeting	24 Talent Review: Assess Potential Development Plan	25 Talent Review: Assess Potential Development Plan	26 Talent Review: Assess Potential Development Plan
27 Talent Review: Assess Potential Development Plan HR Global webcast -27th of April 2020	28 Talent Review: Assess Potential Development Plan	29 Talent Review: Assess Potential Development Plan	30 Talent Review: Assess Potential Development Plan	1 Development Plan Talent Review: Country/Division Calibration Labor Day	2 Development Plan Talent Review: Country/Division Calibration	3 Development Plan Talent Review: Country/Division Calibration

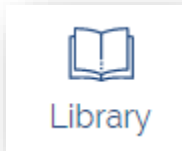
< March May >

- You will be able to browse our annual HR global Calendar on the website, month per month and in listing mode.
- You will also be able to export it in your Outlook as HR INSIDER calendar.
- The 2020 full Calendar overview in pdf is also available for you to download.

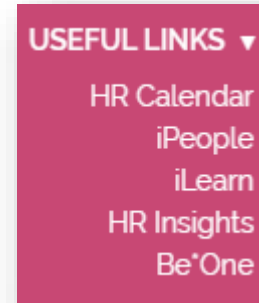
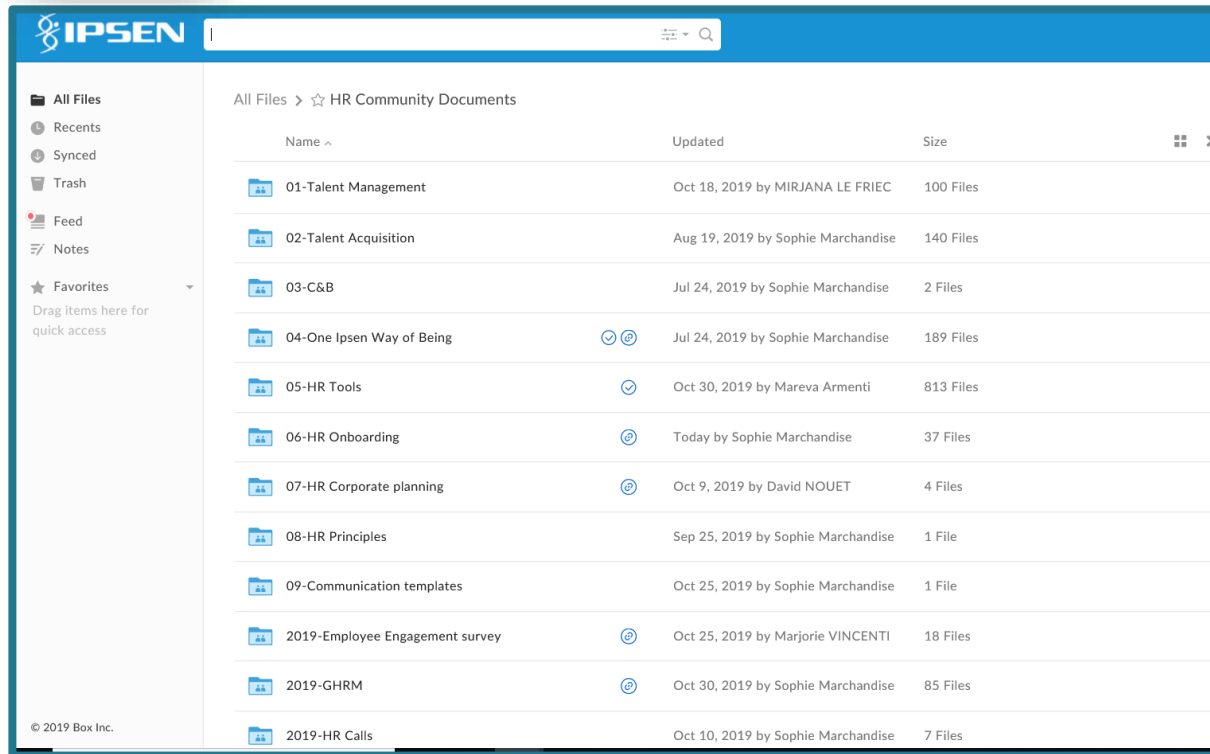


Library -Useful links – Help buttons

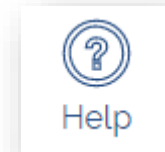
Direct access to useful information



Direct Access to the HR Community documents Box



Useful links to HR applications and key documents



Help page will give you direct contact for any questions about HR INSIDER

Questions ?

Contact marjorie.vincenti@ipsen.com



Thank you

