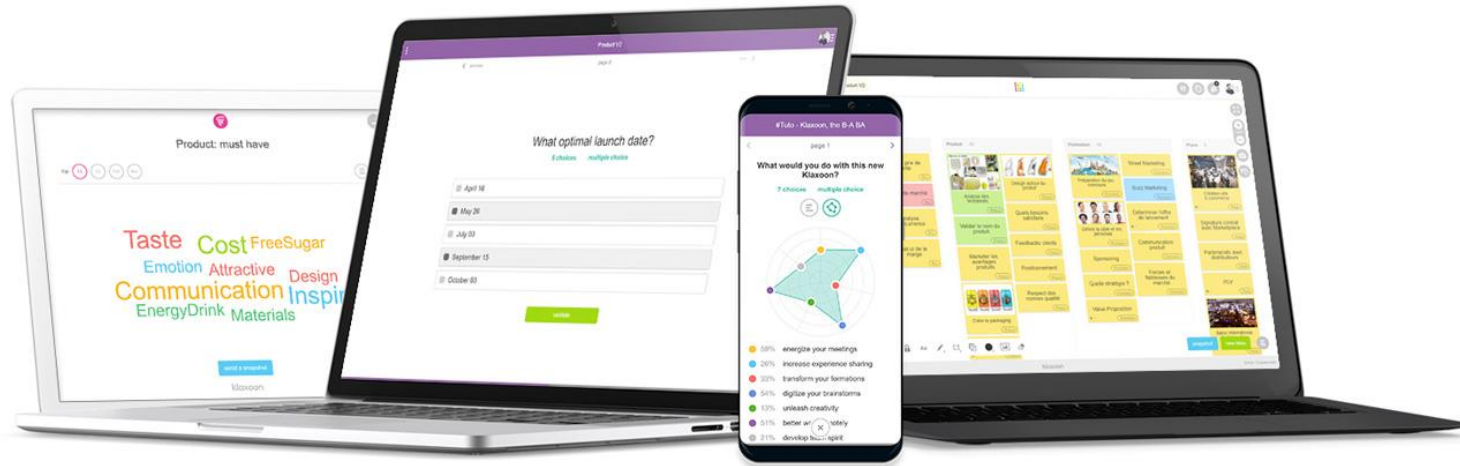


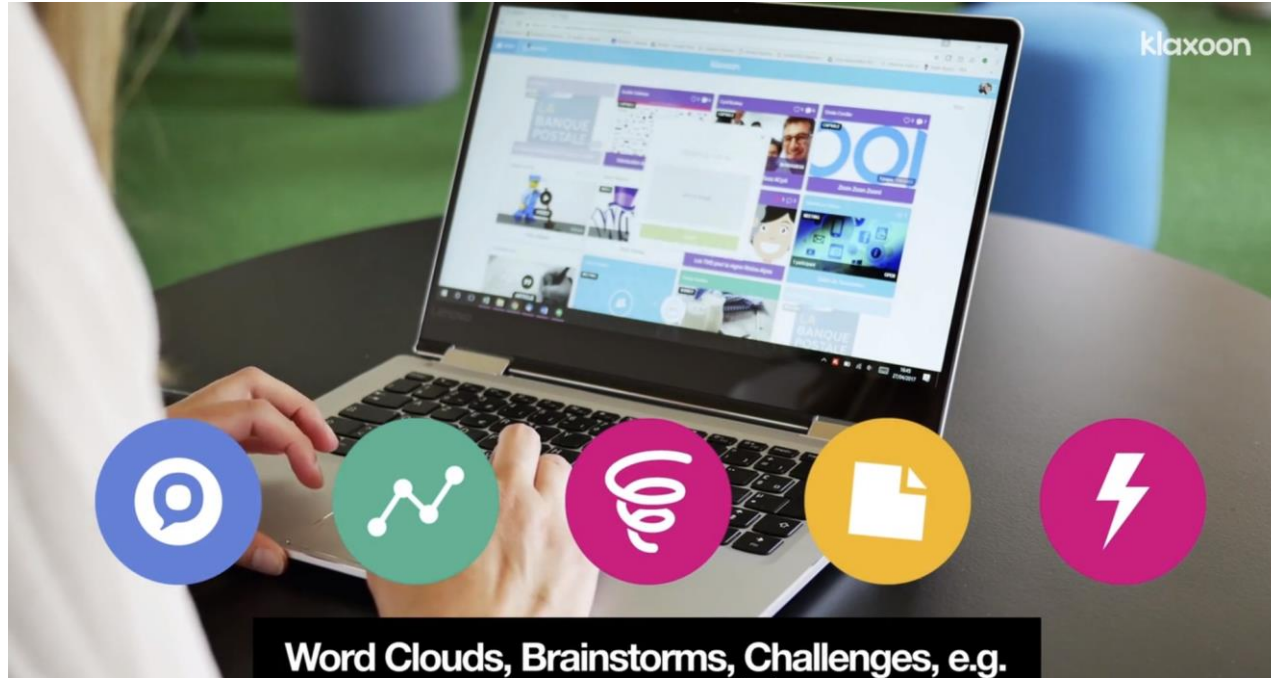
# klaxoon

the meeting revolution



Klaxoon Introduction  
Short training for HR community  
September 2020 -Marjorie Vincenti

# Klaxoon, the meeting revolution



**To make your meeting more efficient,  
Turn spectators into actors!**

Klaxoon features a teamwork-focused set of activities to engage 100% of your team, brainstorm, obtain feedback and make decisions.

Every meeting becomes efficient and enjoyable. Votes, challenges, word clouds... give the floor to all attendees, visually organize the ideas together, collectively identify and solve problems.

Time spent in meetings is cut in half and reports are automatically generated.



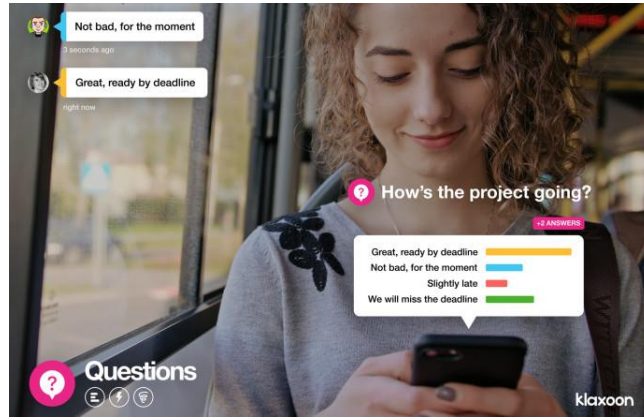
## Endless possibilities

Quiz, Brainstorm, Survey, Word Cloud, Challenge, and more. Our apps are designed to foster collaboration.



# Why & when to use Klaxoon?

New ways of working



## Collaboration

- **Gather** digitally on site and remote teams around a common activity.
- **Bring a dynamic rythm** into a meeting with succession of interactive digital activities.
- **Fully integrated** to Microsoft teams
- **Inclusive approach** where everyone participates (internal/external)



## Cocreation

- **Allow** live teams' brainstorming session
- **Import** easily pictures, videos, documents
- **Help** clarify ideas and formalize easily
- **Support** F2F and remote training



## Continuous Improvement

- **Get instant** feedback or send post-meeting questions from participants
- **Leverage results** during your meeting to direct discussion
- **Download full report** including meeting's activities sum-up and analytics

# HR Klaxoon Use cases

How HR teams could leverage Klaxoon to increase stakeholders (internal business partners, managers, employees) engagement?

## Increase your Audience Engagement

### Meeting

**Dynamize your meetings with key stakeholders to clarify key points and ease decision making process**

- Project team meeting
- People /Talent review
- Process design /review
- Tools design /review
- Internal Voice of Customer



**Template library**

Klaxoon Academy

### Training

**Bring rhythm and interactivity to your trainings**

- HR Processes training
- HR Tools training
- HR Programs onboarding
- Cocreation /codesign within groups
- Collect feedback of focus groups
- Create a learning path with assessment
- Adventure Gamelearn

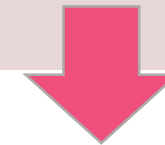


- Onboarding Mentors
- iDevelop managers' workshop
- Induction session

### Event

**Make your F2F and remote events fun and inclusive**

- Induction /Onboarding session
- Culture sharing
- Competition around Gamelearn
- Event social wall



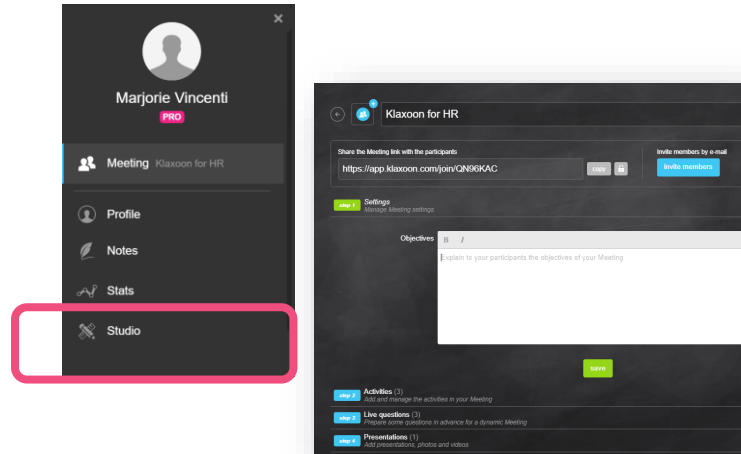
- One Ipsen Way of Being
- Be an Ipsen Brand Ambassador
- Boulogne breakfast welcome session
- Klaxoon Adventure pilot(onboarding)

# Klaxoon tips , quick demos and Q&A

1. **Your Klaxoon Account**
2. **HR global Template (.klx)**
3. **How to manage a call /presentation /activities** (Teams connector and integration of your presentation in Klaxoon linking related activities)
4. **Launch direct activities**
5. **Focus on cool features** (Brainstorming/categories , Adventure, Capsules, types of quizz, Wordcloud, Poll)
6. **Download Report**

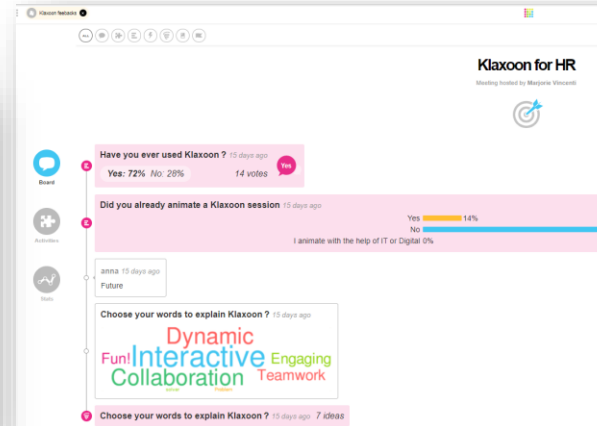
# How does Klaxoon work? 3 main principles

## Studio/Back office



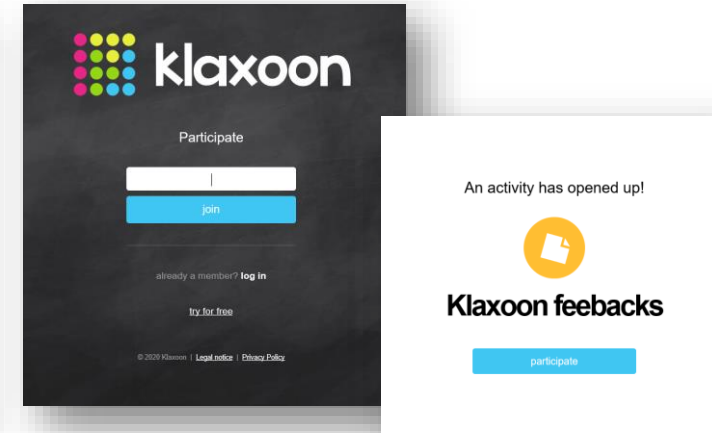
Prepare your meeting and set-up all your activities ahead via your studio /back office access

## Animator board



Screen to animate and activate/close your activities live during your meeting! You share your screen with all your participants, if not they will only receive activities on their own devices.

## Participant screen



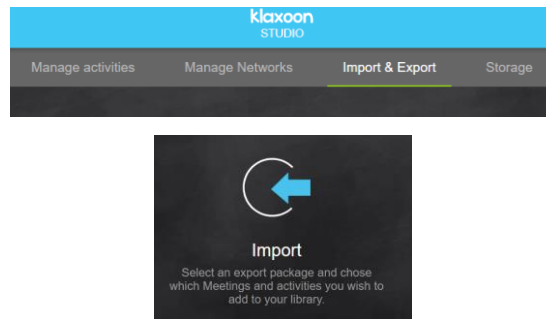
The participants connect via a QR code to a meeting session and participate to activities when they are pushed on their smartphones/tablets /laptops.

# How to prepare a Klaxoon meeting

3 options:

A meeting is a series of activities under the same access code supported by a presentation

## Use Template provided

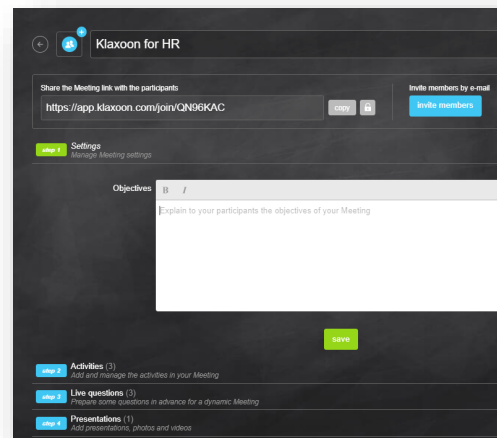


Global HR teams could provide a template for Klaxoon meeting to support deployment of programs, workshop, trainings, etc.

In that case, you will have to import a **.klx** file into your account and automatically all the activities will be set-up in your studio.

You can now use it as it is , translate or adapt some features if necessary.

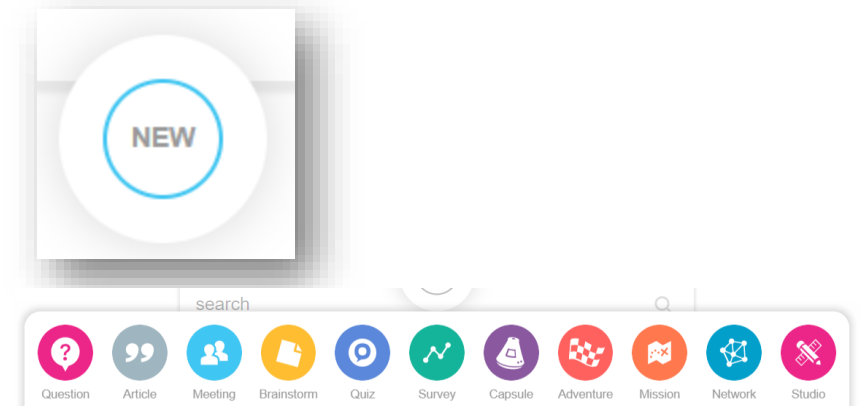
## Create my own meeting



Create and set-up your activities on your own via the studio!

Don't forget to sue a presentation and link activities to create a bit of logic and a common thread

## Launch activities live



No need to create a meeting to launch an activity

You can create on live question /one brainstorming on the spot

# How to set-up a meeting in 4 steps

Klaxoon for HR

Share the Meeting link with the participants

<https://app.klaxoon.com/join/QN96KAC> copy lock

Invite members by e-mail invite members

**step 1 Settings**  
Manage Meeting settings

Objectives **B /**

Explain to your participants the objectives of your Meeting

**Explain your participants the objective of your meeting**

save






**step 2 Activities (3)**  
Add and manage the activities in your Meeting

**step 3 Live questions (3)**  
Prepare some questions in advance for a dynamic Meeting

**step 4 Presentations (1)**  
Add presentations, photos and videos

**step 2 Activities (3)**  
Add and manage the activities in your Meeting




A Meeting is composed of activities. You can add existing activities from other Meetings or create new ones. Select a type of activity above to learn more and start building.

Brainstorm Quiz Survey Adventure Capsule

**step 3 Live questions (3)**  
Prepare some questions in advance for a dynamic Meeting

The Live Questions have been designed to boost your Meeting. You can create them ahead of the Meeting or during the Meeting from the animation interface. The Live Questions can run throughout the Meeting.

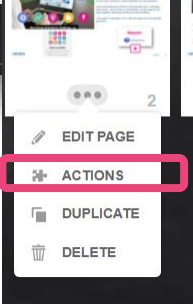

  

Vote Challenge Storm

**step 4 Presentations (1)**  
Add presentations, photos and videos

Add your presentation, your photos and your videos to enhance your Meeting. During the Meeting, you will ensure a smooth transition when launching the activities from the pages of your presentation. You'll also be able to share those pages on screen with the participants.

add presentation



EDIT PAGE  
**ACTIONS**  
DUPLICATE  
DELETE

# Klaxoon Brainstorming

Set-up your background and participation guidelines and make your participants brainstorm on a specific topic

## Define categories to better manage flow of post-its coming in in

Product launch V2

only show my ideas

The screenshot shows the Klaxoon Brainstorming interface with five columns of categories:

- No category 6:** Communication plan, Customer Feedbacks, Street Marketing, promotion strategy?, Sponsoring, Mood board.
- Price 4:** calculation of the profit margin, competition analysis, market study, define selling price.
- Product 8:** Bottle Making (with video thumbnail), Ensure quality standards (with URL), Product positioning, What customer needs?, Product design (with 'IDEA' icon).
- Promotion 7:** Survey - Klaxoon Launch Date (with calendar icon), launch date (with URL), SWOT analysis, Define the launch offer, Buzz Marketing, Proposition value.
- Place 5:** International Exhibition of Product Innovation, POS, Partners & distributors, directly contract w/ the Marketplace, Create e-commerce / m-commerce.

## Use more complex templates but more engaging to follow up on projects

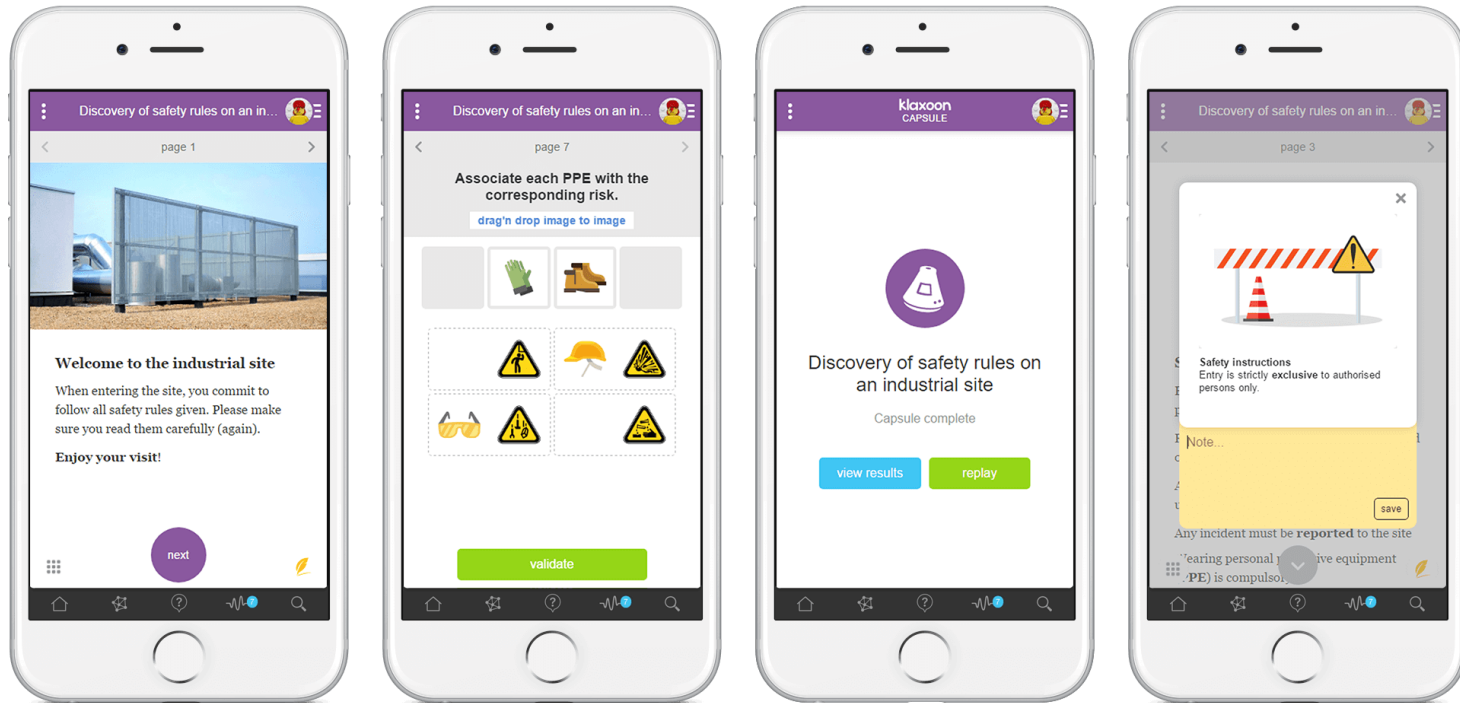
The image displays several templates:

- Retrospective Guide:** A document titled "rétrospective" with the subtitle "le template : votre terrain de jeu". It includes a quote: "prenez du recul et définissez vos actions en équipe pour travailler plus efficacement". It explains the purpose of retrospectives in agile methods and provides a circular diagram with four quadrants: "start doing", "keep doing", "stop doing", and "loss of". A central box says "let's go!" and a bottom box says "more of".
- Mode d'emploi (How to use):** A document titled "mode d'emploi" with the subtitle "la réunion". It lists five steps: 1. l'objectif, 2. la séance, 3. les questions, 4. la planification, and 5. la mise en action. Each step is accompanied by a small diagram.
- Other Templates:** Several smaller cards and diagrams related to project management and team collaboration.

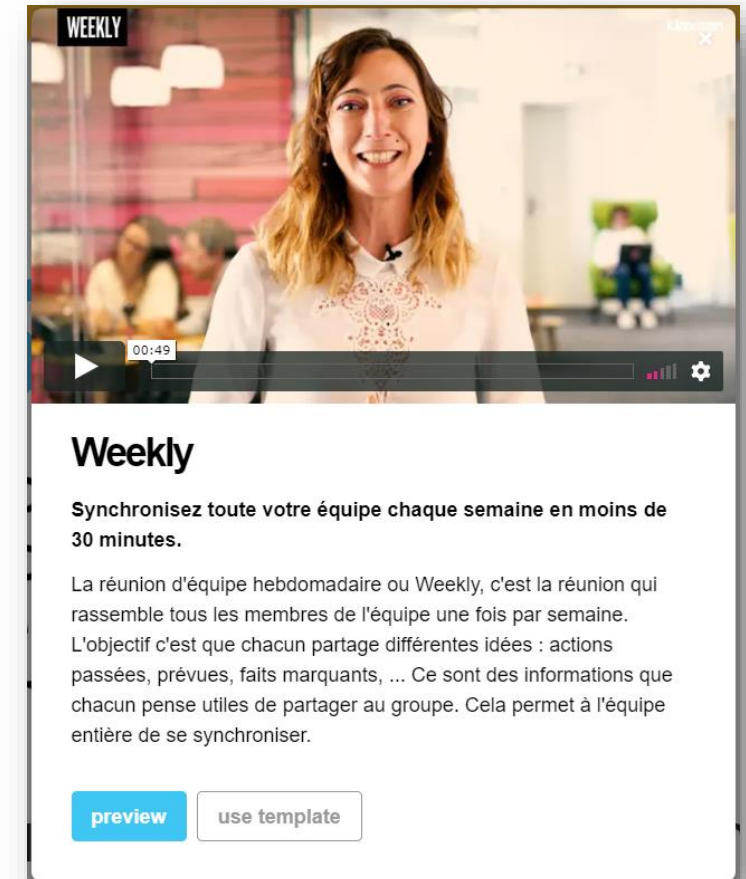
# Klaxoon Capsule

Create a capsule to explain something and ensure your audience understood.

Explain a process with image /text and after create a quizz /and link to a reference document to download



Create a short content with video and text explaining the context /rules etc. before starting an activity



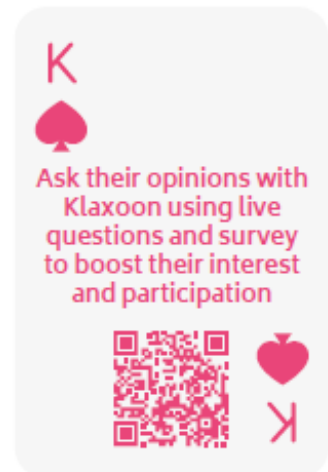
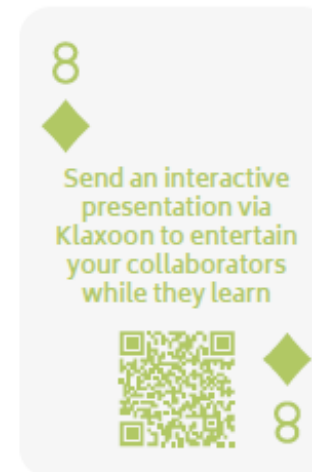
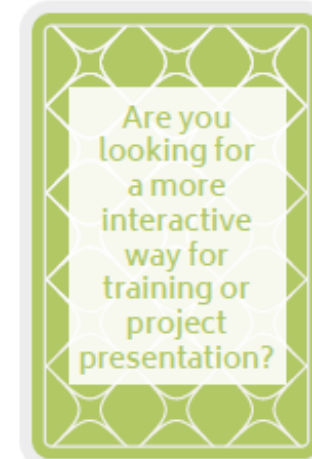
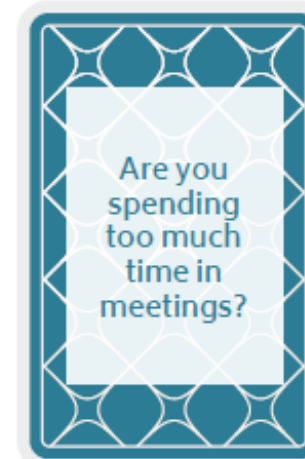
# Ipsen most common Klaxoon use cases

Discover behind the QR codes, Klaxoon capsules introducing the 3 options

Team meeting efficiency

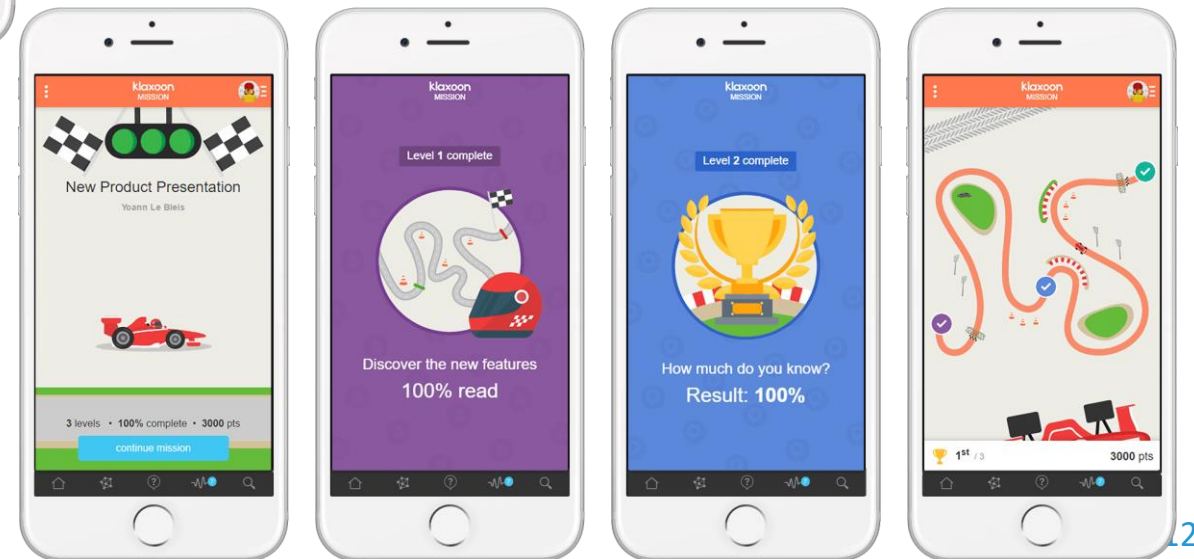
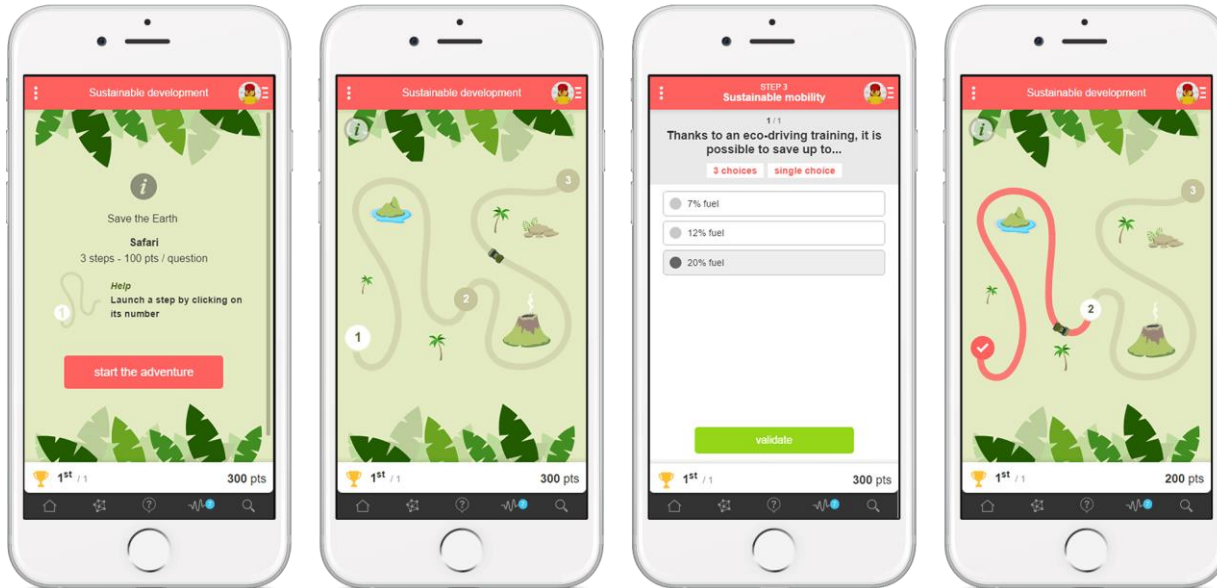
Animation of presentation

Engage participants in events



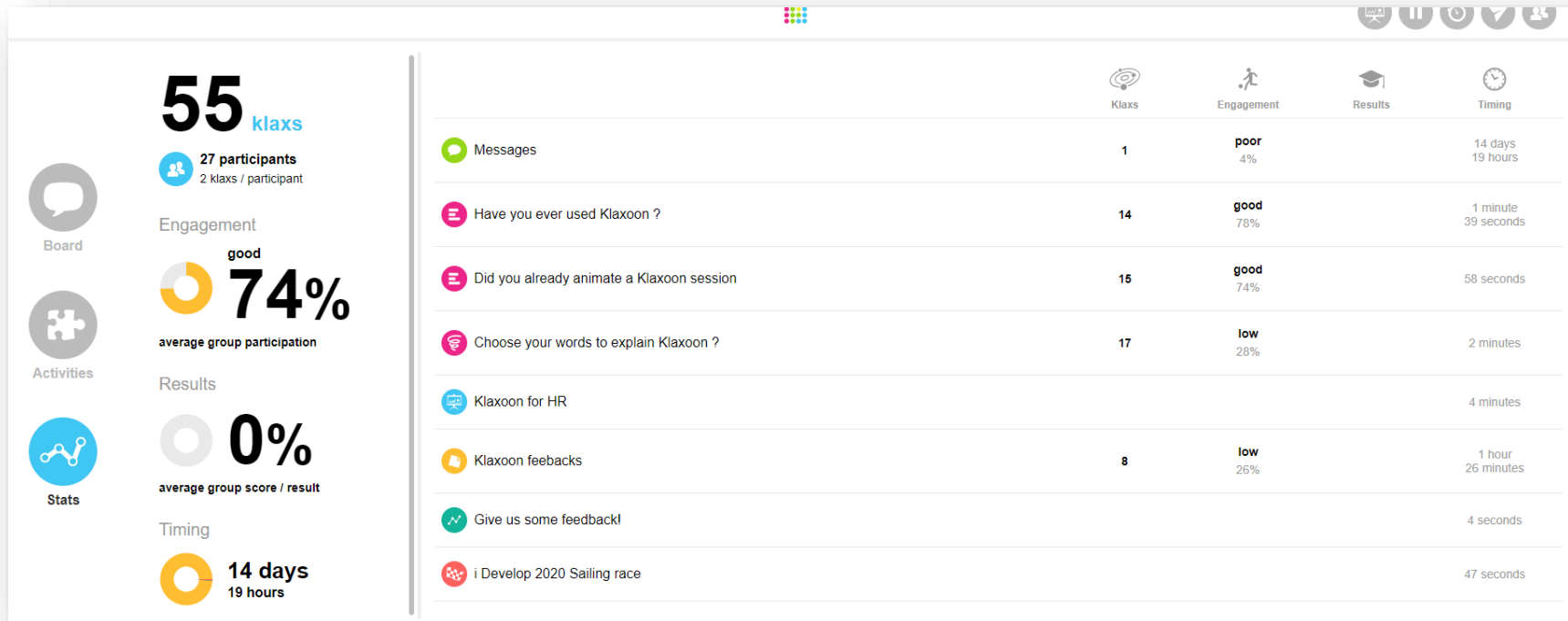
# Klaxoon Adventure: Game learn

Define a series of activities around a common theme and create a challenge within your teams



# Stats & Full Report

## Instant Stats on your Animator Board

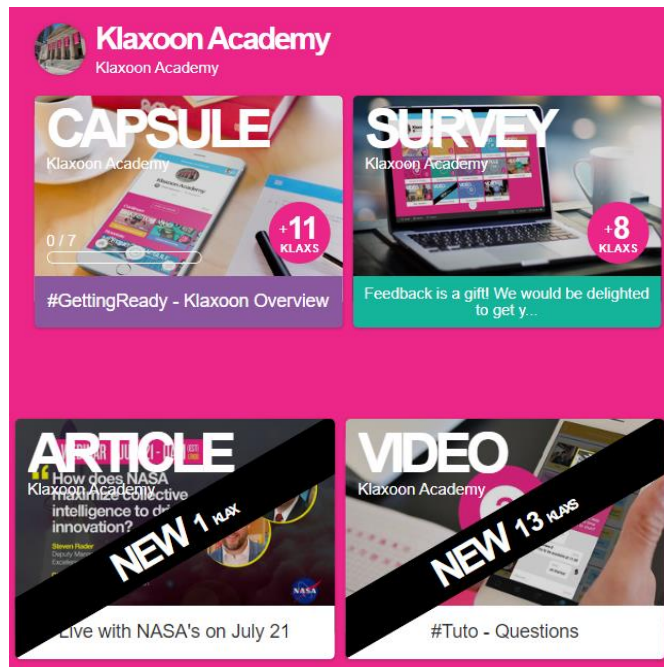


Klaxoon for HR + Meeting 3 activities Access code QN96KAC report 27 ☆☆☆☆☆ 0 comments Sep 9, 2020 09:57 ⋮

# Useful Resources

Ipsen IT  
support &  
training  
coming soon!

## Klaxoon Academy

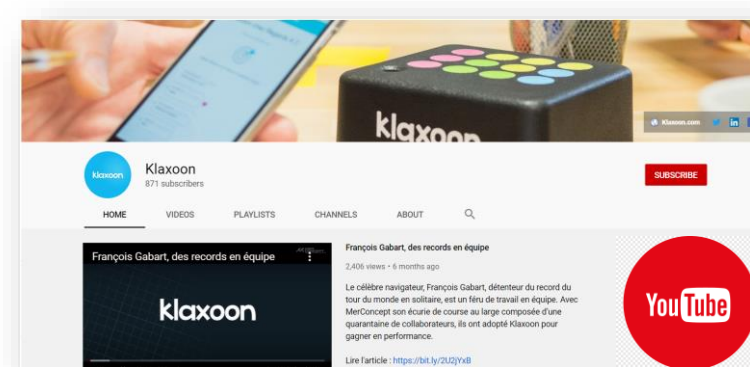


Klaxoon Learning resources available within your account under video tutorial /format

## Klaxoon free online resources

Youtube channel

<https://www.youtube.com/c/Klaxoon/featured>



<https://klaxoon.com/template>

<https://klaxoon.com/replay>

<https://klaxoon.com/good-morning-teamwork>

<https://klaxoon.com/blog/how-to-adapt-a-standard-training-course-to-go-100-online>