

LinkedIn Masterclass For Professionals

BizHub



11 August 2017 12:30pm – 2:30pm
BizHub at Realm, Ringwood Town Square
179 Maroondah Highway, Ringwood Victoria Australia 3134

Sue Ellson BBus AIMM MAHRI CDAA (Assoc) ASA MPC

<https://www.linkedin.com/in/sueellson>

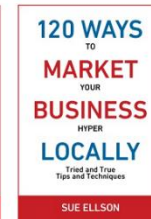
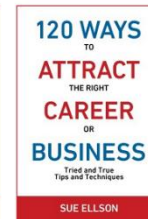
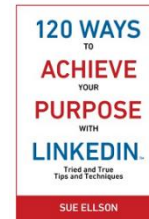
<http://sueellson.com>

<https://120ways.com>

sueellson @ sueellson.com

Sue Ellson Professional

- 1982 Started work at Westpac in Adelaide
- 1987 Started digital literacy and training
- 1994 Moved to Melbourne from Adelaide
- 1994 Consulting – careers, business, marketing, training
- 2001 First website online NewcomersNetwork.com
- 2001 Member of the Australian Institute of Management (now Institute of Management and Leaders)
- 2003 Joined LinkedIn now 11,247 Connections, 1,060 profile views last 90 days
- 2005 Member of the Australian Human Resources Institute
- 2008 Independent LinkedIn Consultant and Member of Melbourne Press Club
- 2010 Started GlobalMobilityNetwork.com
- 2012 Started CamberwellNetwork.com
- 2014 Teaching at the Centre for Adult Education
- 2015 Associate Member of Career Development Association of Australia & Australian Society of Authors
- 2016 Teaching at General Assembly and RMIT Short Courses, wrote and published 3 books – 120 Ways To Achieve Your Purpose With LinkedIn, 120 Ways To Attract The Right Career Or Business, 120 Ways To Market Your Business Hyper Locally
- 2017 Teaching at Monash Training and Professional Development



Sue Ellson Voluntary



- 1991 – 1992 Committee Member, Westbourne Park Netball Club
- 1991 – 1992 Fundraising Committee and Assistant Treasurer South Australian United Church Netball Association
- 1991 – 1993 Photographer Mitchell Park Football Club and Morphettville Park Football Club
- 1992 – 1993 Inaugural Secretary/Treasurer & Westpac Representative Australian Institute of Bankers SA Young Banker's Committee
- 1998 – 1998 Fundraising Committee Member, Templestowe Heights Pre School
- 1999 – 1999 Committee Member University of South Australia, Administrative Management Student and Staff Course
- 2001 – 2002 Committee Member, Cultural Tourism Industry Group
- 2001 – 2002 Promotions Executive and Deputy Chair, International Business Group Australian Institute of Management
- 2001 – 2002 Promotions Officer and President Templestowe Valley Pre School
- 2003 – 2007 Committee Member Victorian Community Committee for Harmony
- 2003 – 2009 Media, Communications and Committee Member Victorian Immigrant and Refugee Women's Coalition (VIRWC)
- 2004 – 2011 Parent Helper Scouts Australia (including two Jamborees and one Cuboree)
- 2007 – 2015 Convenor, International Human Resources Network Victoria Australian Human Resources Institute (AHRI)
- 2009 – 2012 Committee Member, Friends of Music Parent Helper Camberwell High School
- 2011 – 2012 Committee Member, Friends of Music Parent Helper Blackburn High School
- 2011 – 2014 Adviser and Facilitator, Camberwell Traders Association
- 2013 – 2014 Consultant to the Media Team St Paul's Anglican Church Canterbury
- 2013 – 2016 Volunteer Foster Carer RSPCA Victoria
- 2014 – 2015 Councillor Victorian State Council Australian Human Resources Institute (AHRI)
- 2001 – now Free Presentations, Training, Events for various organisations and social enterprises Newcomers & Camberwell Networks



Today

LinkedIn provides an extensive range of tools to showcase your professional skills, knowledge and networks. You can use it to be found in Google Search Results, connect with professionals worldwide and source referrals from people within your network.

Join us at this interactive workshop where you will learn the 10 best ways to use LinkedIn to attract the right business or career in your profession.

Come ready to take action and see real results and new referrals within weeks. Be prepared beforehand by reading the following articles:

- [LinkedIn Six Quick Wins](#)
- [LinkedIn Frequently Asked Questions](#)

This interactive workshop is ideal for:

- experienced professionals starting their own business or consultancy
- business owners who want to incorporate employee marketing via LinkedIn
- digital marketers who want to add LinkedIn to their repertoire for promoting professionals

LinkedIn Stats

- started out in the living room of co-founder Reid Hoffman in 2002
- launched 5 May 2003
- world's largest professional network 500+ million members in 200+ countries
- mission to connect the world's professionals to make them more productive and successful
- LinkedIn is publicly held, diversified business model with revenues from member subscriptions, advertising sales and talent solutions
- acquired Pulse, SlideShare, Lynda, Connectifier now acquired by Microsoft
- started as a network, then publishing, next B2B platform
- <https://press.linkedin.com/news-releases>

Why?

- Around 8 million Australians have a LinkedIn profile (Facebook 15M, Instagram 7M, Twitter 5M, Pinterest 4M, Snapchat 3M Google+ ?)
- 14 times more likely to be viewed if you have a photo
- 7 times more likely to be viewed if your profile has been completed
- three most important sections – Photo, Headline, Summary (Top 2 lines)
- your network is your net worth – pull strategy rather than push strategy
- remember to include contact information in ‘Summary’ section (but leave a space in your email address sueellson @ sueellson.com to prevent spam robots)



And also because...

- word of mouth referral verification tool (first page of search results)
- not what you know or who you know but **who refers you**
- value of your network (not security of one major client)
- rate of change of technology (keep up to date or be left behind)
- importance of keywords (in house and online)
- Digital Footprint (what is in Google), Literacy, Asset, Competency
- brand YOU (manage your own profile and business profile)
- 95% of decision makers (and people at parties) will Google you

<https://www.linkedin.com/pulse/business-case-linkedin-sue-ellson>

LinkedIn Hangups

- **No privacy** – past history, need to have a digital footprint
- **Don't know who to connect to** – depends on purpose
- **Too much time** – do a cost benefit analysis
- **Too costly** – I use the free account
- **Can't write** – dot point keywords
- **Scared of computers** – need to show digital competency
- **Business rules** – read or have your own social media guidelines
- **Need help** – ask a friend or expert

LinkedIn Resources

More articles at
sueellson.com/publications

More slides, videos and audio recordings at
sueellson.com/presentations

Goodie Bag offer
Email sueellson @ sueellson.com 'BizHub'

Before you update your Profile

- use Google Chrome as your browser, change downloads setting
- be clear about your purpose
- prepare a list of primary and secondary keywords for your target audience <http://www.linkedin.com/pulse/linkedin-keywords-what-primary-secondary-should-you-sue-ellson>
- record your statistics in a spreadsheet – views per 90 days, connections, recommendations, endorsements
- save a PDF of your profile (from your Profile Page <https://www.linkedin.com/in>)
- get an archive of your data (and list of connections) <https://www.linkedin.com/psettings/member-data>)
- turn off activity broadcasts (turn on once complete) <https://www.linkedin.com/psettings/activity-broadcast>

Before you update your Profile

- Add all your email addresses to your account
<https://www.linkedin.com/psettings/email>
- Select who can see your Connections
<https://www.linkedin.com/psettings/connections-visibility>
- Turn off Viewers of this profile also viewed
<https://www.linkedin.com/psettings/browse-map>
- Decide whether or not to be anonymous when viewing profiles
<https://www.linkedin.com/psettings/profile-visibility>

1. Complete Your Personal Profile

- Update your LinkedIn URL to your name
<https://www.linkedin.com/public-profile/settings>
- Good photo aligned with your purpose and background image
- Excellent Headline (under your name – keyword rich) – select Location
- Excellent Summary section (first two lines most important)
- Current Job / Experience (linked to your Company Profile)
- Include your Website in the Websites Section (Edit your Contact Info)
<https://www.linkedin.com/in/edit/contact-info/> (and your professional profile links too!)

2. Complete your Company Profile

- If you haven't already, create it here
<https://www.linkedin.com/company/home>
- Include your keywords – use maximum amount of characters
- Maximise the Company Profile – good logos, consistent description with other Social Media Profiles, Specialties, Started, Cover Image etc
<https://www.linkedin.com/pulse/how-maximise-your-company-profile-linkedin-sue-ellson>
- Make sure your staff are Following your Company Profile and that they have their LinkedIn Profile completed accurately

3. Follow Local Pages

- Maroondah City Council
<https://www.linkedin.com/company-beta/820028/>
- BizHub Maroondah Showcase Page
<https://www.linkedin.com/showcase/3881305>
- Maroondah Business Association
<https://www.linkedin.com/company-beta/1249500/>
- Small Business Mentoring Service
<https://www.linkedin.com/company-beta/485711/>
- Any other recommendations? (alternatively Companies relevant to your profession)

4. Join Local Groups

- Maroondah Business Association
<https://www.linkedin.com/groups/3025669>
- Any other recommendations? (or Groups related to your expertise)
- (you may also like to update your Career Interests and consider international locations for search results)

5. Follow Professional Associations

- If you are a personal or organisational member of a Professional Association, make sure it is listed as a Certification on your Personal Profile and Follow the Association, Join the Group etc
<https://www.linkedin.com/pulse/20141016095333-77832-how-to-showcase-your-professional-membership-on-linkedin>

(if you have a voluntary role as part of your Professional Association, make sure you include it – you may even choose to put it in your Experience Section)

6. Develop Social Media Policy

- Suggested Personal Profile Updates
- Suggested Website Links and Company and Group Follows
- Suggestions for Regular Updates on Company Pages
- Encourage Likes, Comments, Shares
- Policy on Connections – addition to your Enterprise Database
- Policy on Exit from your Enterprise (advised at start of relationship)

(As a Professional, remember that you need to monitor social media use)

7. Research Opportunities

- Past Alumni – Universities and Employers to Connect and Share
- Local and International Connections, Collaborators, Suppliers
- Search Posts for Publishing Ideas
- <https://www.linkedin.com/search/results/content/>
- Look at what non competing enterprises offer

(consider who you may want to be noticed by and think about the options of curating, liking, commenting, sharing, endorsing, recommending etc – be strategic!)

8. Search Engine Optimise Everything

- Personal Profiles
- Company Profiles
- Articles
- Updates
- Share on your own website and other social media (in particular Google+)

(make sure that your website converts before spending money on advertising)

9. Collect Statistics

- Employees – Number of Connections and Views per 90 Days
- Company – Number of Followers
- Company Updates – Likes, Comments, Shares
- Referrals – Check Google Analytics for your Enterprise Website
- Recommendations and Endorsements (particularly for keywords)
- Articles – Views, Likes, Comments, Shares, appearance in Google

(Consider your recruitment strategy, a spreadsheet of your posts, representing your business as the 'expert' at the top)

10. Review and Improve

- What works best for your enterprise?
- What generates the most engagement?
- What goes most viral?
- Incorporate Video, Images, PDF's etc

(consider your own website [yourname.com](#), add LinkedIn URL to your email signature, consider a 'Reviews' strategy)

Personal Profile Statistics to Reach

- 60+ connections
- 100+ views per 90 days
- 6+ recommendations
- 20+ endorsements for top 10 skills
- 80% of sections completed (skip patents, date of birth)
- login once a week
- 3+ posts per year
- check for new features every six months
- back up and keep stats every three months

Company Profile Statistics to Reach

- all employees Following
- 100+ overall Followers
- one or more Updates per month
- aim for more than five Likes, Comments or Shares per Update
- keep all information, logos etc up to date
- follow up all Comments and Shares within 24 hours
- check for new features every six months
- back up and keep stats every three months
- **Company Profile** <http://linkedin.com/pulse/how-maximise-your-company-profile-linkedin-sue-ellson>

Commit to your purpose

- do some edits today
- look at other profiles for ideas
- do more edits with a friend
- set a deadline for updating your profile
- find an accountability partner to keep you accountable
- find a mentor to review your profile
- get **MAXIMUM VALUE** from attending this session – take action immediately
- be courageous – describe in dot points the truth and massage the message where necessary but never lie – pull marketing strategy

Goodie Bag

Email sueellson @ sueellson.com with BizHub in the subject line, include your first name and any feedback or questions from this session in the email and you will receive

1. Free electronic copy of these slides and link to audio recording
2. Free copy of top 20 tips from '120 Ways To Achieve Your Purpose With LinkedIn'
3. Invitation to connect on LinkedIn <https://www.linkedin.com/in/sueellson>

REMEMBER – BE ACCOUNTABLE – DO SOME EDITS AS SOON AS POSSIBLE!

Reviews also welcome – just Google 'Sue Ellson' and on the right hand side of your screen, click 'Write a Review'

Write a review