# Showing Your Work: Best Practices and Strategies to Energize Dissemination and Outreach

HITEC July 2023





### **AGENDA**

TODAY'S TOPICS

Outreach and dissemination best practices

Self-evaluation checklists

Social media best practices

Self-evaluation checklists

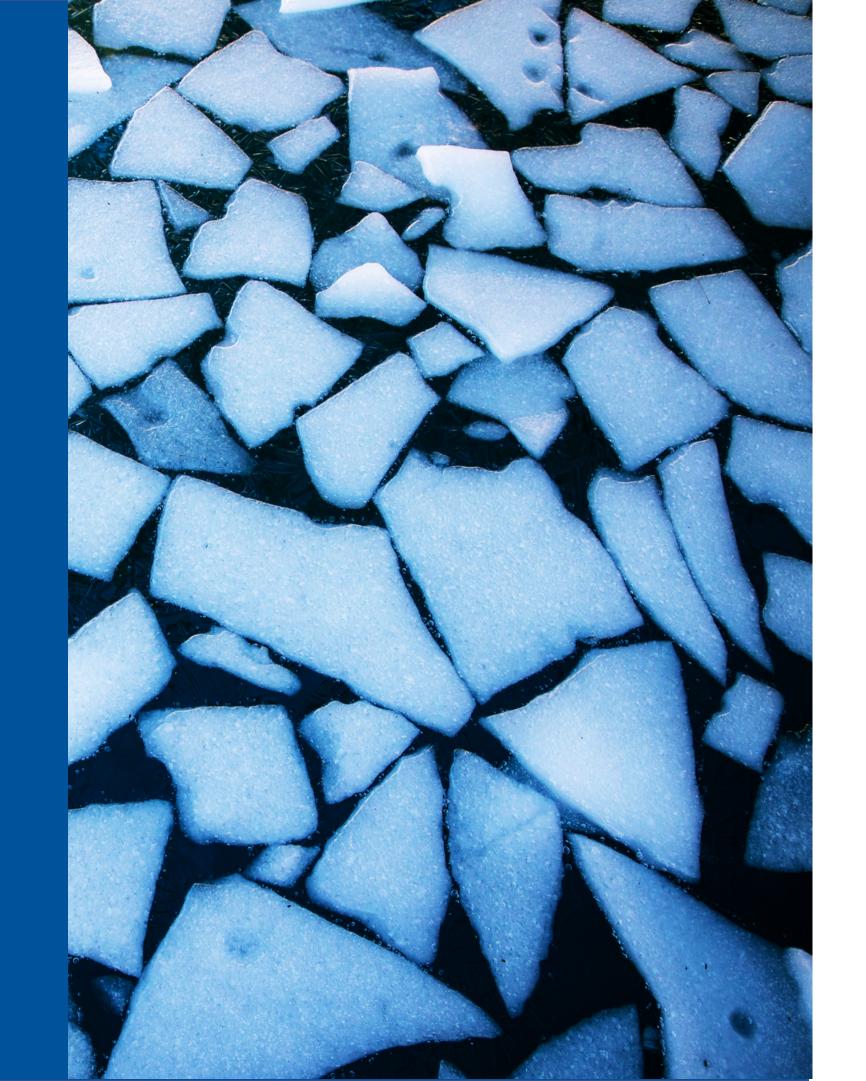
Case study from the CTC

Survey

### **ICEBREAKER**

#### **HUMAN BINGO**

- Everyone will be given a bingo card.
- You have 5 minutes to get a "Bingo!" from having a person's initial in five squares that are filled across vertically, horizontally, or one of the two long diagonals.
- You cannot initial your own card.
- A person can have their name in only two squares.
- First two "Bingo!"s get a prize.



### WHO WE ARE

#### NATIONAL CONVERGENCE TECHNOLOGY CENTER

Bacl	ka	ro	un	nd

Collin College – Frisco TX

Funded by a grant from the National Science Foundation

Regional ATE Center starting fall 2004

National ATE Center starting fall 2012

#### Mission

Support IT infrastructure/ cybersecurity programs across the country and align curriculum with employer need

Community of practice – 100 colleges across 32 states

All work is co-led by IT business leaders

Free professional development for IT faculty (21st Working Connections)

### TIMELINE

April 2021, NVC wanted more effective dissemination

Summer 2021, contacted Nelly Group to evaluate current practices and recommend improvements

Areas of focus –

- Public website
- Social media strategies
- Monthly newsletter
- Staff training





# Showing Your Work

Best Practices and Strategies for Energizing

Dissemination and Outreach

Colleen Huber & Maddie Witt Nelly Group, LLC

# Meet The Team



Stacy Chambers

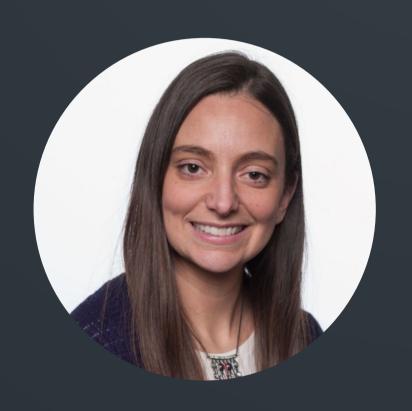
Graphic Designer/
Website Manager



Colleen Huber
Senior Creative Director



Maddie Witt
Social Media Coordinator
Content Creator



Maura Vizza
Communication
Specialist/Writer



# Marketing at Your Fingertips

- Content marketing strategy
- News release writing and national distribution
- Marketing email design and dissemination
- Design services
- Social media strategy and management
- Marketing materials
- Outreach and sponsorship
- Communications coordination
- Project management



# What Sets Nelly Group Apart

- Simplicity
- Experience
- Personalization

You're the expert; we'll let the world know!



# Dissemination Strategies

- Subscribe Form
- Newsletter/Email Campaign
- Subject Lines
- Resends & Segmentation
- Website
- Data Review



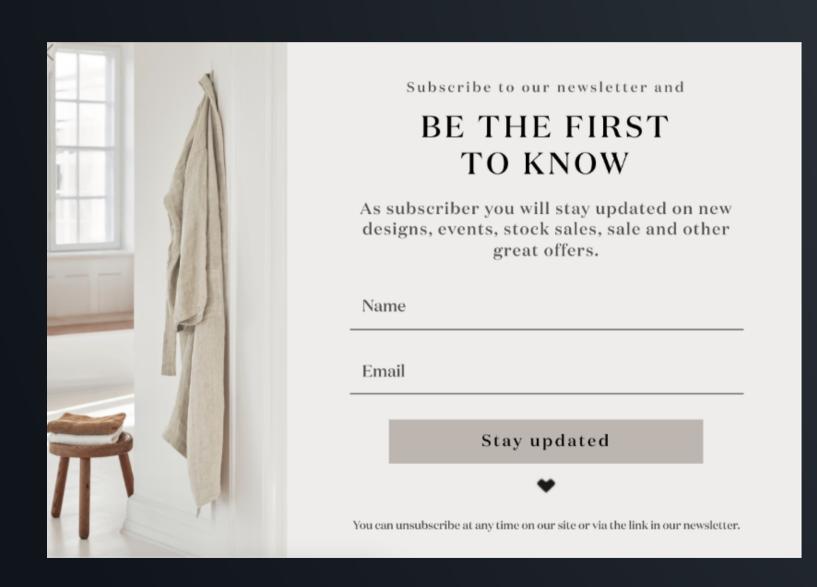
## Subscribe Form Best Practices

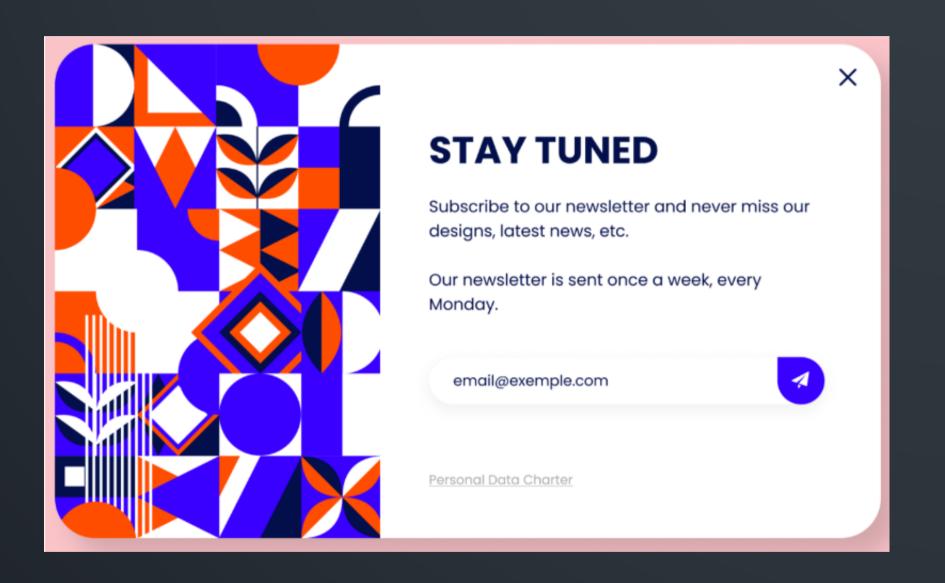
Targeted dissemination, improved brand recognition and greater interaction with the audience is developed in a meaningful manner through targeted lists.

- Keep the number of fields minimal
- Use a simple design
- Tell your audience why they should subscribe
- Create a welcome series



### Subscribe Form Best Practices







## Subscribe Form Locations

- Website
  - Top navigation bar, sidebar, footer
- Social media channels
- Landing pages
- Within blog posts
- Email Signature



### Subscribe Form Maintenance

- Don't purchase contact lists
  - General Data Protection Regulation (GDPR)
- Clean your mailing list regularly
- Perform conversion and nurturing campaigns

By submitting this form, you are consenting to receive marketing emails from: National Convergence Technology Center, Collin College, 9700 Wade Blvd., Frisco, TX, 75035 United States, http://www.connectedtech.org. You can revoke your consent to receive emails at any time by using the SafeUnsubscribe® link, found at the bottom of every email. Emails are serviced by Constant Contact.

Sign Up



### Newsletter

Emails are one the most powerful digital marketing tools.

Newsletters allow you to:

- Communicate directly with subscribers in a personalized way
- Provide valuable and relevant content directly to inboxes
- Help subscribers stay connected, engaged, and informed about what's new in your business or industry



### Newsletter

Every newsletter should have the goal of providing the audience with immediate value.

It should motivate readers to take some form of action, such as:

- Read the latest blog post
- Sign up for an upcoming event
- View a new case study or report
- Download guides or ebooks



### Newsletter Best Practices

- Make the information short and concise
- Maintain brand consistency
- Include your logo
- Don't add more than two to three fonts or typefaces
- Use web-safe fonts with sizes between 10 12 points
- Use high-quality images
- Layer your CTAs
- Stay consistent with your send date/time
- Allow recipients to subscribe to your newsletter
- Preview on desktop and mobile before sending



### Newsletter Best Practices



June 2021



Over 150 faculty members from across the country have registered to attend Summer Working Connections, which runs July 12-16 online. Almost every track has been sold out for weeks. In fact, 12 people are still on waitlists hoping that someone drops out to make room. For those who may not know, the goal of Working Connections is to provide attendees with the expertise needed to teach their respective track in a subsequent semester, bringing the most current information to their classrooms either as a stand-alone course or as supplemental information to an existing course. The 2021 tracks include "Azure Fundamentals," "Big Data Analytics



#### **Summer Working Connections registration is open now**

Registration is open now for Summer Working Connections, which runs July 11-15, 2022. As of now, we have over 100 IT and cyber faculty from across the country signed up, but seats are still available. Six tracks will be offered in-person here at Collin College in Frisco, Texas – the first time we've hosted Working Connections face-to-face since July 2019 – and three more will be offered only online. Track topics include CompTIA's IT Fundamentals, cybersecurity, data science, hybrid cloud, internet of things, Raspberry Pi, Python, and service support management. We're also offering a special "Leadership Academy" track that will workshop skills and strategies to take your program to the next level, including ways to strengthen your interpersonal communication skills to work with different personality types, implement essential 21st-century "life skills," improve your program by developing a more strategic approach to innovation, and maximize employer-education relationships.

LEARN MORE about Summer Working Connections HERE

#### CTC workshops and presentations at HITEC in Utah

The National CTC will have a huge presence at the upcoming High Impact Technology Exchange Conference (HITEC) in Salt Lake City July 25-28, 2022, which will be held in person for the first time since July 2019. The CTC will be hosting two pre-conference workshops – one on Al and



# Subject Line Matters

- Write a subject line that commands attention and builds a sense of intrigue
- Be specific
- Keep it short (60 characters or roughly nine words max)
- Avoid ALL CAPS, excessive exclamation marks, and emoji overload
- Avoid clickbait terms
- Split test different subject lines
  - Call to action vs No call to Action
  - Urgency vs. No urgency
  - Sentence case vs. Title case
  - Capitalization vs. No capitalization



# Subject Line Matters

- Optimize the email's preview text:
  - Preview text should supplement the subject line by adding in details to capture your audience's attention.
  - By default, preview text pulls in the first several words of the email body and displays it next to the subject line.





# Subject Line Matters



Podcast: 5 Steps to Accelerate Career Growth

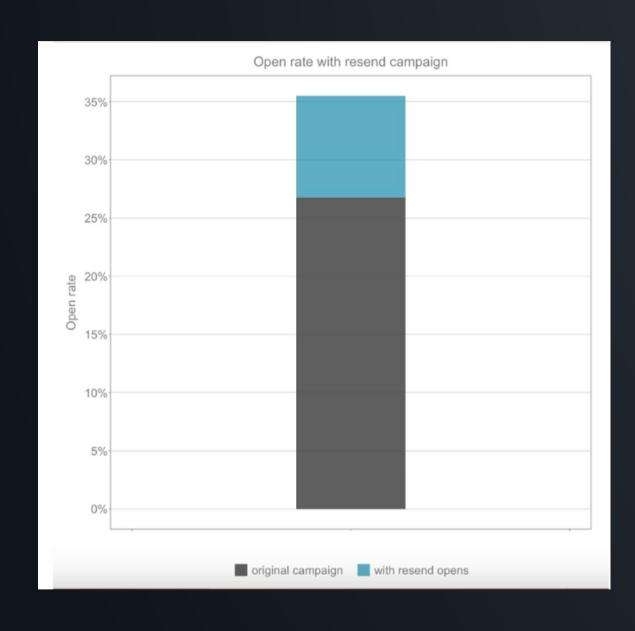
Developing Your Writing Style Webinar | Register Today



Chris, you WON'T believe what we have in STORE for you!!! Marketers are raving about a new tool that...



### Resends



A helpful reminder for subscribers to act. Increase the open rate by an average of **8.7%** 

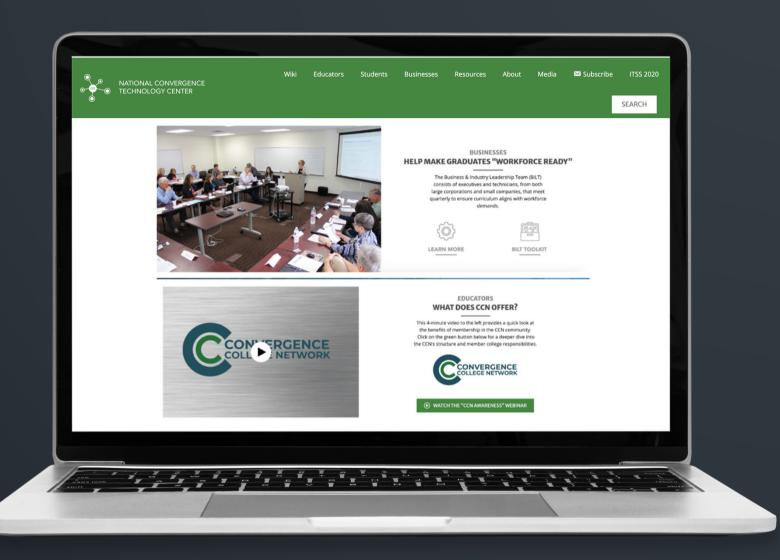
- Wait several days before resending emails
- Try a new subject line
- Decide whether you need to adjust the preheader
- Never resend emails more than once
- Adjust the timing of your resend



### Website Best Practices

Website conventions gives the site credibility:

- Keep things minimal- white space is ok
- Keep content engaging
- Have uniformity
- Have visible call to action
- Use visual hierarchy
- Check for responsive design
- Link external URL's to new windows
- Have good page speed



Place related elements in common areas Use borders, backgrounds, or spacing



### Website Best Practices



- Have intuitive navigation:
  - Keep a simple structure for primary navigation
  - Include a search bar near the top
  - Consistent placement of navigation headers on all pages
  - Conduct user testing
- Web accessibility
- Social Media Integration



# Setting Key Metrics

- Identify your goals:
  - What do you want to achieve? Ex. interaction with newsletter, increasing downloads of materials, event signups, implementation of a program, etc.
- Set specific metrics:
  - Defining and measuring the right marketing metrics allows you to see what data says about the effectiveness of your efforts.
- Stay focused:
  - Stick to the metrics that help you measure marketing performance on the identified goals.
  - Systematically review the data



## Website Metrics

- Pageviews
- Unique pageviews
- Retention rate
- Average time on page
- Engaged time
- Pages/session
- Bounce rate
- Website conversion rate



# Newsletter/Email Metrics

- Email open rate
- Email bounce rate
- Email click-through rate
- Unsubscribe rate
- New subscribers
- Unengaged subscribers





# Social Media Marketing Best Practices



# True or False Social Media Edition







# True or False



Posting every single day is the only way to grow on social media





# False

Posting every single day is the only way to grow on social media





# True or False



When posting about your program, you should always tag your university/organization.





# True

When posting about your program, you should always tag your university/ organization.





# True or False



The best way to connect with your audience is to ALWAYS have a CTA (call to action)





# False

The best way to connect with your audience is to ALWAYS have a CTA (call to action)





# True or False



Running ads is the best and most promising way to grow on any platform.





# False

Running ads is the best and most promising way to grow on any platform.







# Social Media Marketing Best Practices

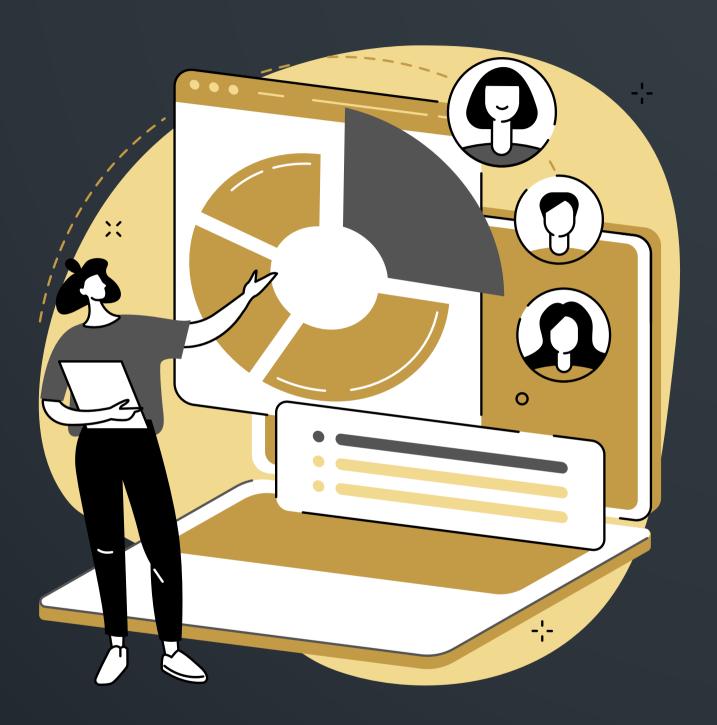


# Understand your audience and how you can support their needs



### WHO IS MY AUDIENCE?

- Demographics
- Channels
- Competitive analysis
- Problem solve
- Testimonials





### 6 TYPES OF CONTENT

- Informational/Educational
- Interactive
- Motivational
- Authentic
- Entertaining
- Call to Action (CTA)



# Informational/Educational Content

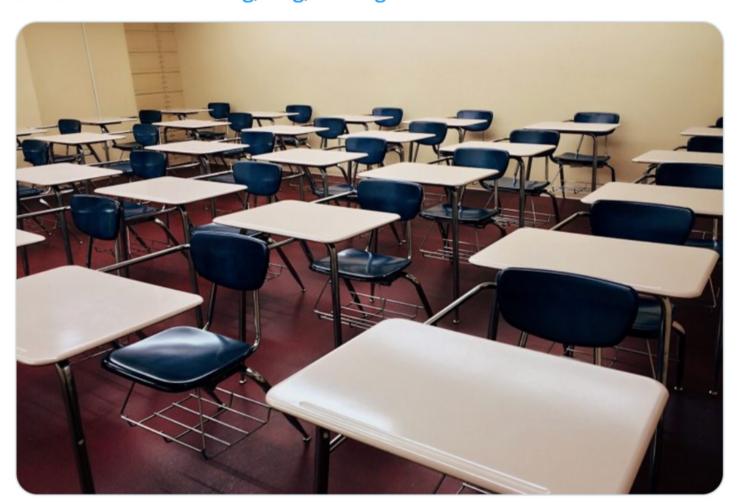
Intended to teach the audience something new.

- Facts and Statistics
- Tips and Tricks
- Training
- Explaining a Process
- How-Tos



National Convergence Technology Center @MobileCTC · Apr 3 ··· 65% of Ohio's prisoners are unemployed when they go into prison. See how @SinclairCC is providing a wide range of classes in prisons throughout

how @SinclairCC is providing a wide range of classes in prisons throughout the state of Ohio to support their reintroduction to society with useful skills. connectedtech.org/blog/offering-... #NSFfunded



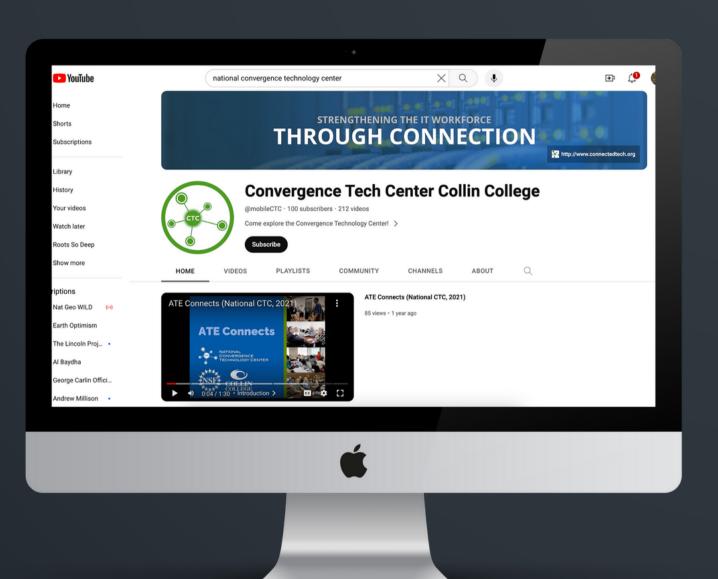
National Science Foundation and Sinclair College



### Interactive Content

Allows the two-way flow of information.

- Q+A
- Fill in the blank
- Polls/ Voting
- Video Communication
- Comment Below





# Inspirational/Motivational Content

Intention of offering value through encouragement.

- Quotes
- Curated imagery
- Personal Stories
- Success Stories
- Transformations (Before/After)
- Testimonials





### **Authentic Content**

Provides the audience with an opportunity to genuinely connect with you as a brand.

- Behind the Scenes
- On-Site
- Selfies
- Real-time images or updates
- Event updates





# **Entertaining Content**

Objective of making people laugh or enjoy something.

- Memes
- Jokes
- National Holiday Posts
- Skits
- Reaction Videos





# Call to Action/Promotion Content

Purpose of selling a good or service to your audience.

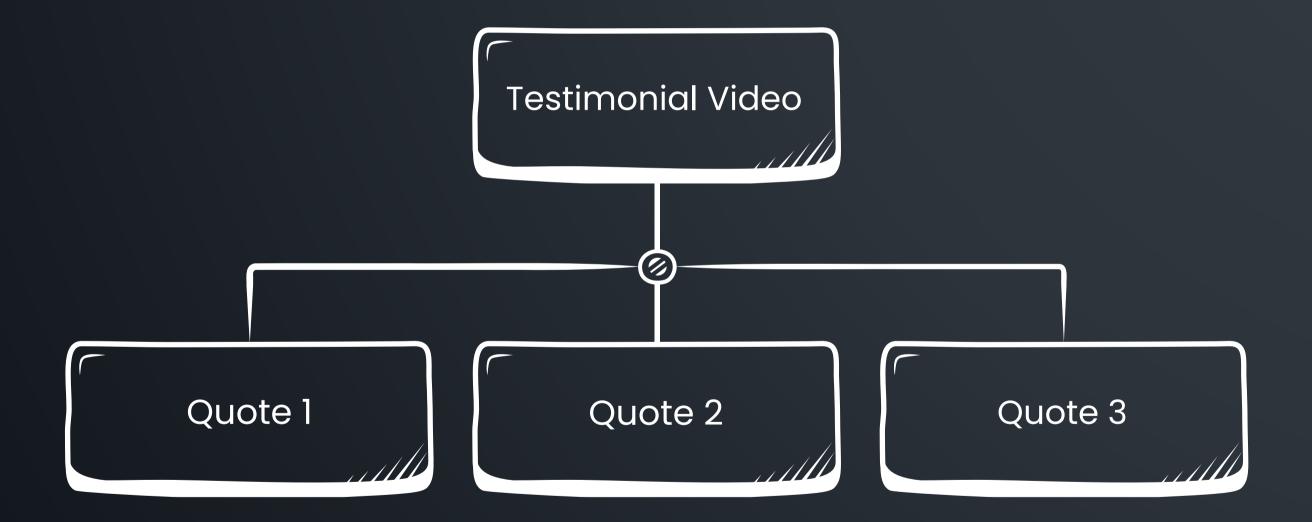
- Register here
- New Product/Promotion
- Promoting a New Item or Service





# Creating Content

Create multiple posts from one piece of content.



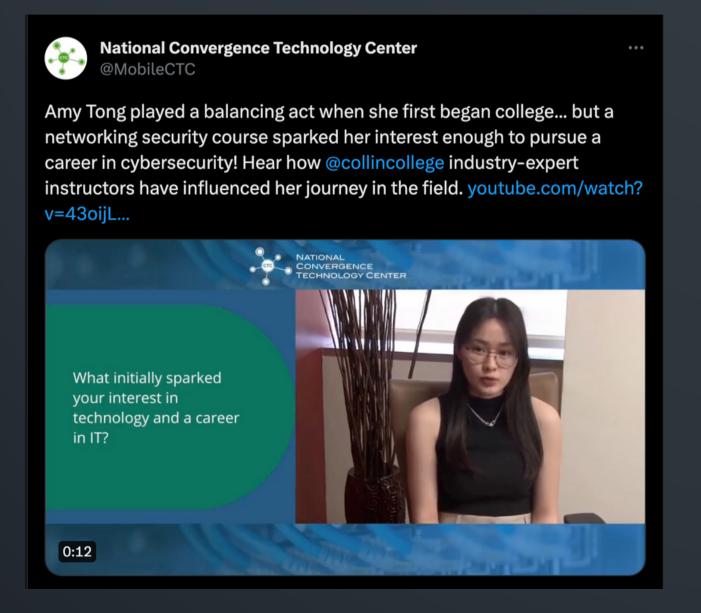


# **Creating Content**

#### Quote 1 Screenshot Image



#### Quote 2 Shortened Video





### HOW?

- Make a content plan
- Schedule content
- Network <5 minutes/day</li>
- Stay consistent
- Be patient



# Content Calendar Examples

	Twitter									
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday			
DATE:	June 5, 2023	June 6, 2023	June 7, 2023	June 8, 2023	June 9, 2023	June 10, 2023	June 11, 2023			
Morning		Trivia Tuesday			Feature Friday					
Afternoon			Sign Up				Interactive Question			
Evening				Throwback Thursda						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday			
	June 12, 2023	June 13, 2023	June 14, 2023	June 15, 2023	June 16, 2023	June 17, 2023	June 18, 2023			
Morning	Meme Monday		HOLIDAY							
Afternoon		Article sharing		Quote from Executiv	Sponsor Post					
Evening										
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday			
	June 19, 2023	June 20, 2023	June 21, 2023	June 22, 2023	June 23, 2023	June 24, 2023	June 25, 2023			
Morning		Trivia Tuesday	University Event	Throwback Thursda	Feature Friday					
Afternoon	Sign up					Article sharing				
Evening										
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday			
	June 26, 2023	June 27, 2023	June 28, 2023	June 29, 2023	June 30, 2023	July 1, 2023	July 2, 2023			
Morning		Follow on Linkedin		Interactive Question	University Event					
Afternoon	Meme Monday		Article sharing							
Evening										

Spreadsheet template



## Content Calendar Examples

Key Dates															
Day	1	2	2	3	3	4	5	5	6	6	6	8	9	9	10
Time	9:00	8:00	18:00	9:00	12:00	9:00	9:00	20:00	8:00	12:00	21:00	10:00	8:00	18:00	9:00
Facebook				1 post		1 post			1 post		1 post			1 post	
Twitter	1 post		1 post		1 post	1 post		1 post	1 post		1 post		1 post		1 post
LinkedIn	1 post			1 post		1 post			1 post		1 post		1 post		1 post
Instagram		1 post			1 post	1 post			1 post			1 post		1 post	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
9	10	11	12	13	14	15
16	17 The scheduled	18 <b>2</b> Scheduled	19 <b>□ 1</b> Scheduled	20 🗂 1 Scheduled	21 T Scheduled	22
23	24	25 <b>2</b> Scheduled	26	27	28	29
30	31	1	2	3	4	5

Content managers



### Resources for Social Media Content Creation

### **Content Creation**

Canva.com

Free version available with a lot of features but the pro version is worth it if you use it often.

## Scheduling Platforms

Hootsuite

Free version available with a lot of parameters. Would only suggest this if it's worth it for you to have the paid version.



### Resources for Newsletters

### Email Campaign Tools

Mailchimp: <a href="https://mailchimp.com/solutions/email-marketing-platform/">https://mailchimp.com/solutions/email-marketing-platform/</a>
Constant Contact: <a href="https://www.icontact.com/">https://www.icontact.com/</a>
IContact: <a href="https://www.icontact.com">https://www.icontact.com</a>

### **Metric Resource**

https://www.salesforce.com/in/blog/2021/11/marketing-metrics.html



# Case Study in More Effective Dissemination

HITEC July 2023





#### **TIMELINE**

April 2021, NVC wanted more effective dissemination

Summer 2021, contacted Nelly Group to evaluate current practices and recommend improvements

#### Areas of focus -

- Public website
- Social media strategies
- Monthly newsletter
- Staff training



 Easier to read font – Open Sans https://fonts.adobe.com/fonts/open-sans

W

#### NATIONAL CONVER

The National Convergence Technology Center (CTC) helps colleges meet the fast-g demand from business and industry seeking IT specialists (mobile networks, edge computing, private/public cloud computing, "Internet of Things," mobile device integration, storage and network virtualization, video and voice integration, all over secure network). Specifically, the National CTC actively:

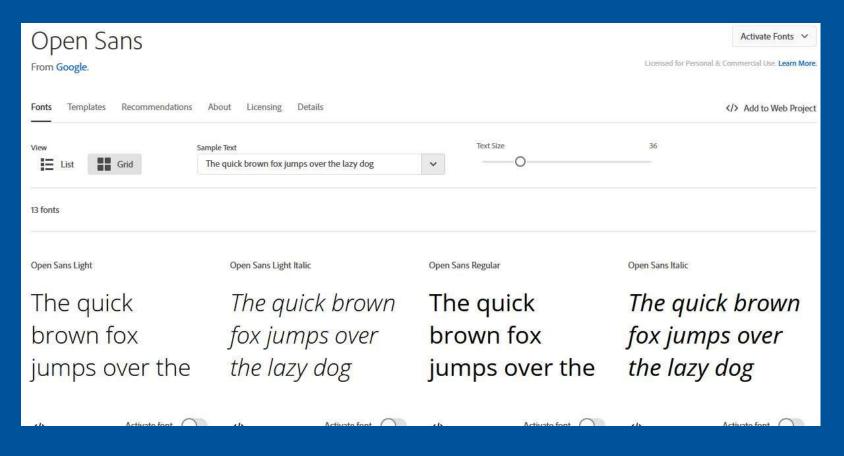
- Engages a Business and Industry Leadership Team (BILT) to identify needed si inform curriculum updates nationally.
- Invigorates faculty to teach emerging technologies through professional development.
- Provides virtual lab capability for students to reduce costs and increase available.
- We implement best practices for recruiting, retaining and graduating underse students.
- · Uses stackable certificates and articulation agreements to increase the numb

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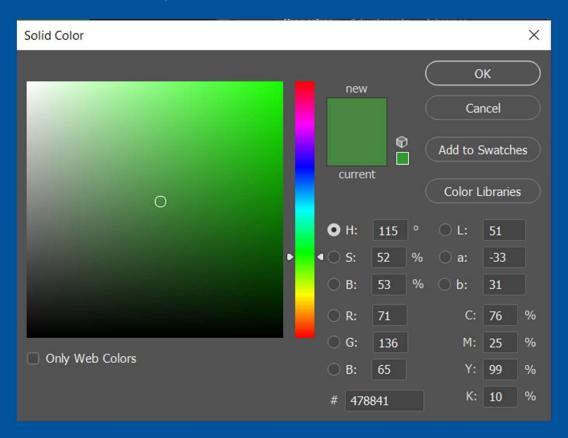
Easier to read font – Open Sans https://fonts.adobe.com/fonts/open-sans



- Added new website "search" function
- More prominently featured "subscribe" button to boost newsletter



- Polished format to increase uniformity some call to actions a button, others were a link
- Provided a style guide



- Resources for royalty-free images: Pexels.com
   Unsplash.com
- CTC uses these for blog posts (and presentations)

#### **TEACHING APIS**

By Mark Dempsey | June 16, 2023

The National Convergence Technology Center's (CTC) most recent "Brown Bag" webinar featured a look at APIs. The presenter was Muhammad Shoaib, who's Associate Faculty at Collin College in Frisco, Texas and a Full Stack Developer at Magnit. Muhammad offered an overview of APIs with the goal of helping faculty to start thinking about building curriculum to teach APIs.

First launched in 2020, the Brown Bag series offers special topic presentations via bite-sized, 30-minute segments on both technical and employability topics. To date, these 16 webinars have been attended "live" by over 500 people with another 1200 views of the recordings on YouTube.

Next up, on Wednesday August 16 (12:30pm Central), will be a Brown Bag presentation on lean and agile concepts. If you're not already on the National CTC's professional development invite list, let us know if you'd like to be added by writing to us at nationalctc@collin.edu.

Below are a few highlights of Muhammad's API talk.

\* APIs (short for "Application Programming Interface") offer a way for one computer to talk to another using a variety of programming languages from Python to PHP and Java to C. Muhammad compared APIs to the waiter in the restaurant who takes your order and then delivers the food you



#### **RECAP**

- Easier to read font Open Sans
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Date range	Users	Sessions	Bounce rate	Pages per session	Average session time
Jan 1-May 31, 2021	5319	6597	29.98%	2.99	108.03
Jan 1-May 31, 2022	5324	6463	18.01%	2.88	80.40

Add social media links to email signature

Mark Dempsey
Assistant Director
National Convergence Technology Center
Collin College
9700 Wade Blvd., J130
Frisco, TX 75035
972.377.1582
mdempsey@collin.edu

Follow us on Twitter: <u>twitter.com/MobileCTC</u>
Like us on Facebook: <u>facebook.com/NationalCTC</u>

Visit our YouTube channel: youtube.com/user/mobileCTC

Subscribe to our newsletter: bit.ly/NCTCnewsletter

More consistent branding – same banner across all social media platforms

#### Facebook



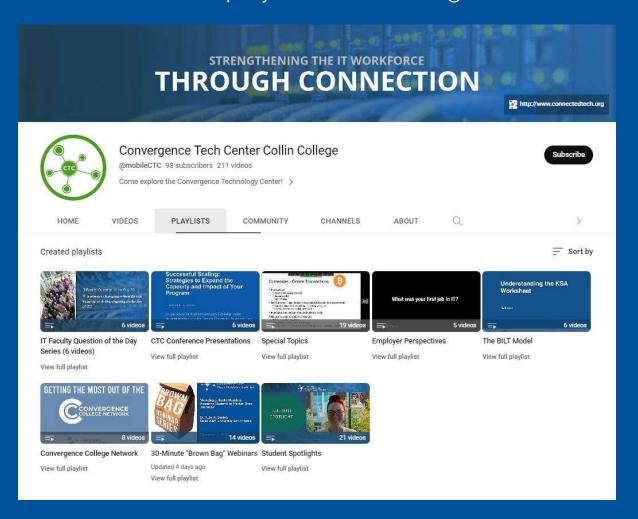
#### Twitter



#### YouTube



Created YouTube playlists to better organize video content



#### STRATEGY

- Repurposing of content (e.g. newsletter articles can be converted into social media posts)
- Launched two more weekly social media features short excerpts from past student interviews posted on Tuesdays, short animations focusing on CTC resources and tools posted on Thursdays

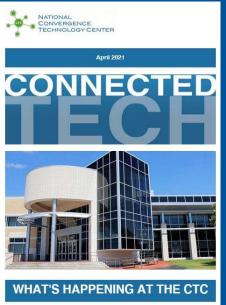
#### TOOLS

- A more formal editorial calendar to allow for better planning
- More consistent use of social media metrics
- Adoption of practices to better manage and schedule social media posts (e.g. use Facebook's internal scheduler rather than a third-party service)
- Tools like Canva and Screen Grab to create short, simple videos

- Adjust send schedule
  - Then: last Monday of the month
  - Now: first Friday of the month at 5pm (weekend reading), resend to those who didn't open the next Thursday at 9am

 Employ a simpler, more action-oriented format, which included a redesign of the newsletter masthead







Over 150 faculty members from across the oountry have registered to attend Summer Working Connections, which runs July 12-16 online. Almost every track has been sold out for weeks. In fact, 12 people are still on waitists hoping that someone drops out to make room. For those who may not know, the goal of Working Connections is to provide attendees with the expertise needed to teach their respective track in a subsequent semester, bringing the most current information to their classrooms either as a stand-alone course or as supplemental information to an existing course. The 2021 tracks include "Azure Fundamentals," "Big Data Analytics and Menultration with Boured Land Tables or "Chippe Butted L'attroduction to Applied



Nov 2018

Apr 2021

Jan 2020 started to create content from scratch

June 2021

June 2023

Seats are still available for IT faculty (high school, community college, and four-year

university) interested in attending Summer Working Connections, the annual

professional development event hosted by the National Convergence Technology

LEARN MORE about the BILT Model here

Working Connections registration ends Friday June 23

Employ a simpler, more action-oriented format, which included a redesign of the newsletter masthead



Earlier this month the National Convergence Technology Center (CTC) convened a free two-day workshop on the essentials of the BILT (Business and Industry Leadership Team) Model. This "BILT Summit" welcomed faculty and administrators from nine states to the Frisco, Texas campus of Collin College. Interest in the event was overwhelming - we had to move the workshop from a traditional 24-seat classroom to the campus conference center to better accommodate everyone. The BILT Model offers a repeatable, structured approach to engage employers so they can help steer curriculum development and keep programs looking ahead as business needs evolve. Each BILT Summit team prepared an "action plan" of next steps for implementing and adopting the BILT at their home school. These action plans included items like establishing new BILTs, recruiting more employers to join a current BILT, considering the adoption of the "crosswalk" process to compare employer needs with curriculum content, exploring ways to use free online tools for job skills voting, and meeting with senior administration to discuss moving to the

LEARN MORE about the BILT Model here

#### Working Connections registration ends Friday June 23

Seats are still available for IT faculty (high school, community college, and four-year university) interested in attending Summer Working Connections, the annual professional development event hosted by the National Convergence Technology



Understand how to track engagement using MailChimp metrics

	Average open rate (Opens divided by successful deliveries)	Average click rate (Total clicks divided by successful deliveries)	Average Clicks Per Opens (Recipients who clicked divided by unique opens)
Before Nelly Group, Jan-June 2021	18.9%	2.4%	5.7%
After Nelly Group, Jan-Dec 2022	24.1%	84.0%	39.8%
MailChimp's education average	23.40%	2.90%	n/a

Subscriber bump?

#### **STAFF TRAINING**

- Content creation
- Metric collections and analysis
- Style and format best practices

#### **SURVEY**

https://forms.gle/dpsqySVHJStMCseu7





#### **CONTACT US**

**HOW TO GET IN TOUCH** 

CTC website www.connectedtech.org

Ann Beheler abeheler@collin.edu

Mark Dempsey mdempsey@collin.edu





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