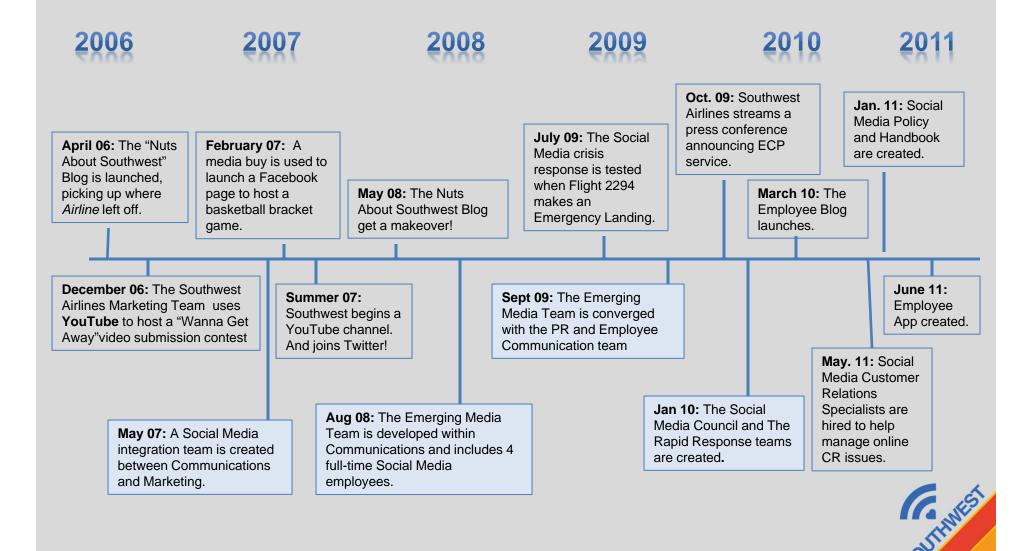
# SOUTHWEST AIRLINES NUTS ABOUT COMMUNICATION

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# Where We've Been



### Southwest Airlines Social Media Strategy:

#### **Our Philosophy**

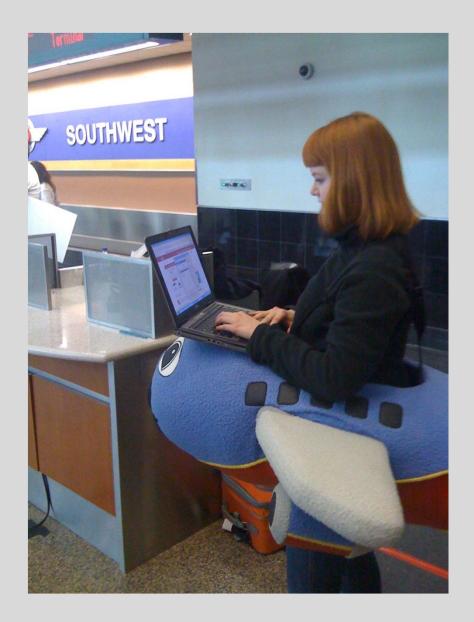
- To provide Southwest Airlines Employees and Customers a voice.
- To provide outstanding Customer Service.
- To protect the livelihood of the Southwest brand across all media platforms.

#### **Our Goals:**

- Maintain the Southwest Airlines FUN-LUVing personality across all channels.
- Create outstanding multimedia content and distribute to everyone.
- Raise awareness of new products and services.
- Provide critical info to Customers and Employees crisis or emergencies.



# **Our Job Responsibilities**



Primary: LISTEN Secondary: ENGAGE & SHARE VIA ORGANIC CONVERSATIONS



# **Where We Are Now**

Social Media is thriving at Southwest Airlines! We continue to stay ahead of our competitors while still maintaining our unique sense of simplicity.

Some of the sites we are actively participating in:













### facebook

The Official Southwest Fan Page has more than **1.6 million** Facebook fans, more than any other airline!





### facebook

### **Station Fan Pages:**

- Allow interaction with the community.
- Permit conversation is in a controlled environment.
- Empower Employees to have a voice.
- Offer us power in numbers!



#### But...with guidelines!

We currently have about 30 stations using a Facebook Fan Page



#### facebook



Write something.. Attach: 打 🚺 👾 Southwest Airlines - Denver, CO + Others Southwest Airlines - Denver, CO Just Others This is the Southwest Airlines Denver SOUTHWES Southwest Airlines - Denver, CO Shared via SEDICAT www.blazingb.com This is the second image I took of the amazing double rainbow at the Denver airport yesterday. Lots of storms where swirling around the airport and I got a decent lighting show on the way in but once we started to taxi to the I looked out and saw an amazing double rainbow, with the primary ra... See More **Rainbows** Over Denver Tuesday at 10:32am · Comment · Like · Share Southwest Airlines - Denver, CO The storms over Denver can cause operational headaches, however the rainbows make up for it! Tuesday at 10:36am · Like · Flag Pamela Conticchio OMG that's breath takeing :) Rock on mother nature & swa . 3 hours ago · Like · Flag Write a comment. OUTHWE Southwest Airlines - Denver, CO

Wall Info Photos Discussions Video Events

Southwest Airlines - Denver, CO Denver Trivia Time ... What does LoDo stand for? las

Southwest Airlines Employee Makes an Announcement

About Bags Fly Free w.voutube.com

Southwest Airlines - Washington/Dulles What a beautiful Summer! I can't b a reminder that our filight schedule is changing on Sunday, August 15th. We say goodbye, for Vegas non-stops and hello to a second Denver non-stop. Of course many direct or connecting both Debver and Midway! on Monday Wall Info Photos Discussions Write something.. Attach: 🚺 👾 Remove from My Page's Favorites Southwest Airlines - Washington/Dulles + Others Southwest Airlines - Washington/Dulles Just Others We will not address specific Customer Service issues here. If you have a question or an immediate Southwest Airlines - Washington/Dulles What a beautiful Summer! I can't believe it is flying by so fast! Just a reminder that our filight schedule is changing o concern you can write: Sunday, August 15th. We say goodbye, for now, to our Florida and Las Vegas non-stops and hello to a second Denver non-stop. Of course many direct or Dallas, Texas 75235-1647 connecting flights are available through both Debver and Midway! August 9 at 10:03am · Comment · Like Or call 1-800-I-FLY-SWA Southwest Airlines - Washington/Dulles 14 People Like This **Dulles Employees** 12 new photos July 16 at 1:52pm · Comment · Like · Share Shane Birdsinger Southwest Airlines - Washington/Dulles Aaron Pifer Fairbanks Disasud of Eak 2010

Suggest to Friends

Subscribe via SMS

Southwest Airlines

Information

October 5, 2006

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P.O. Box 36647 - 1CR

#### Fun & Personal Tone



**DOT** Figures

DEDICATES TO

Suggest to Friends Subscribe via SMS Remove from My Page's Favorites

Employee Fan page. All are welcome and Station updates and upcoming events will be posted here.

Information

Description: Denver International Airport 8400 Pena Blvd. Denver, CO 80249 Ticket Counter Hours of Operation:

M-F 0430 AM to 0945 PM SAT 0500 AM to 0845 PM SUN 0500 AM to 0945 PM

We will not address specific Customer Service issues here. If you have a question or an immediate concern you can write:

Southwest Airlines P.O. Box 36647 - 1CR Dallas, Texas 75235-1647

Or call 1-800-I-FLY-SWA

Website: http://www.southwest.com http://www.southwest.com/denver http://www.southwest.com/careers http://www.blogsouthwest.com http://www.swabiz.com

http://www.swacargo.com http://www.swalife.com http://www.twitter.com/southwestair

01 Boosla Like This

# Where does Social Media Belong?

- It is a media pitching tool
- News updates
- Customer service issues
- Policy changes
- Company messaging
- = it is a Communications function with help from all over the company!



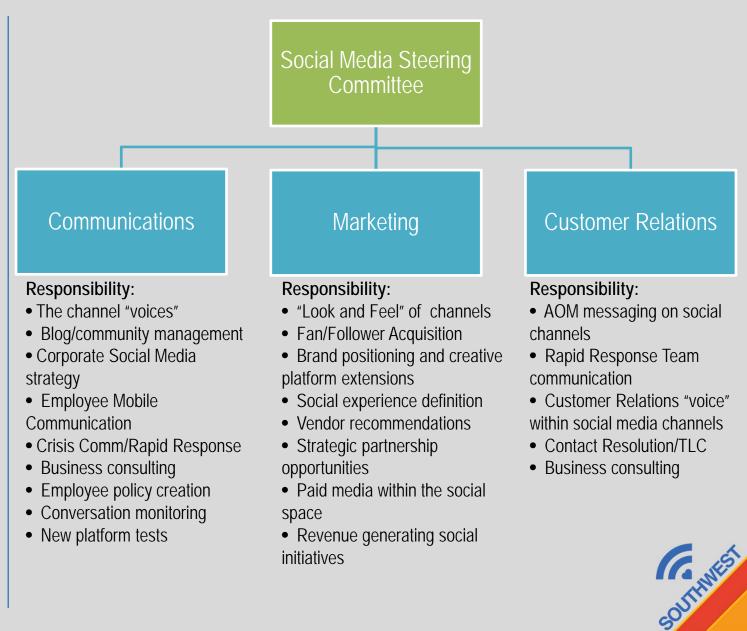
### **How Can We Stay Ahead?**

To reshape our consumer-tobrand relationship, we should establish a new governance entity capable of:

- Identifying and executing strategic opportunities.
- Develop company-wide relationship building capability.

• Scale the success without interrupting the well-earned equity and momentum.

Customers do not care about departments, silos or turf. They want answers and solutions. We must organize ourselves behind the scenes to provide these two things wherever our customers are. In turn, we will win, we will build reputation, and will create brand advocates.



### **Every Employee Matters and Every Interaction Matters**

- Our Employees are ALWAYS ON
- People are watching and with these new social media tools have the ability to immediately share their experiences online – whether Southwest is formally in the space or not



Singing Flight Attendant

**Rapping Flight Attendant** 

Passenger Removal from SW Flight 1552



### **The Old Guidelines**

- Very basic
- Left too much room for interpretation
- Employees wanted more freedom to communicate online



### **The New Guidelines**

- Worked with legal and Employee resources teams.
- Benchmarked with leaders at other large companies.
- Process of reviews, revisions, and launch took six months.

### Southwest Airlines Social Media Handbook





outhwest Airlines Corporate Social Media Handbook

# 1. FOLLOW SOUTHWEST STANDARDS (THE GOLDEN RULE)

Employees are responsible for the comments they make on the internet. Do not post materials that may reflect negatively on Southwest or its Leaders, Employees, or Customers. Any conduct that would be in violation of Company rules may be grounds for discipline or dismissal.

#### 2. EMPLOYEE IDENTIFICATION

If Employees talk online about the Company or its services, it should be made clear they are Southwest Employees. Employees are to identify that they aren't speaking on behalf of Southwest Airlines. Profiles should include a disclaimer similar to "The postings on this site are my own and do not necessarily represent the views or opinions of Southwest Airlines' Officers, Directors, or Employees." Remember, that only officially-designated Employees are authorized to speak on behalf of the Company.



#### 3. BE AN AMBASSADOR

Employees should strive to represent Southwest Airlines in the best way at all times. Though Employees may not be speaking on behalf of the Company, they are still representatives of Southwest Airlines.

4. SHHH - IT'S A SECRET!

Keep confidential information confidential. If secret information winds up in the wrong hands, Southwest's Culture, reputation and livelihood are at risk. Company-related internet communication should only discuss publicly-known information. If Employees aren't sure whether information is public, don't make it public.



### 5. RESPECT THE PRIVACY OF OTHERS

The lines between public and private are not as defined in the internet space. Be careful when posting content that involves details of co-workers' personal lives. Assume that everything Employees post online will stay there forever, for anyone to see.

6. COMPANY TRADEMARKS AND LOGOS Southwest's logos, trademarks, and copyrighted materials may not be used in any manner without the express written permission of the Southwest Airlines Licensing Department in Marketing.

#### 7. FOLLOW THE RULES

Do not engage in illegal or unlawful activities. Even posting comments, pictures, videos or other information about participation in illegal activities is against the rules. Do not post or share copyrighted materials unless a license has been granted for the use of those materials.



### **Communicating the Policy**

- Messages posted to our internal blog, SWALife
- Available for partial download on <u>www.blogsouthwest.com/download</u>
- Sent to our Senior Management Committee to share with teams
- Employees required to confirm they've read the policy



### **Key Learnings:**

- Clearly outline your strategy and goals. Share with Employees.
- Understand your priorities.
- Force your teams to think outside of the Org Chart.
- Equip your Employees to understand and embrace Social Media.



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# **Questions?**

