

A guide to the “Participant’s” view of the system

- A nine week support service for people on learning events
- Participants choose behavioural goals from their development event
- E-mail reminders seek participants’ updates on progress
- Records “best opportunity to make progress next week”
- Line managers stay informed on post event actions
- Participants record what they’ve learned
- Produces a Business Benefits Report

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How does it work?

From a development event such as a training course, a workshop or an away day, participants select up to three behavioural goals. They also nominate up to three Associates to give support over the next nine weeks. One of these is usually the person's line manager.

Progressit® issues regular reminder e-mails seeking progress updates. Using the e-mail participants can instantly add an update. Associates are automatically notified and can instantly add their comments and encouragement.

After nine weeks, Progressit® creates a report on how participants applied their learning at work. The Business Benefits Report contains an Executive Summary interpreting the overall results.





What the “Participant’s” see at the start of the process.

The participant receives an email



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Hi Supratik

Welcome to Progressit from Maynard Leigh Associates. Progessit gives you the opportunity to work towards your chosen goals by setting SMART objectives, whilst receiving ongoing support and advice from colleagues.

STEP 1: Choose up to three achievable goals
These are goals you are committed to achieve over the next nine weeks. You may have already selected them in a workshop you attended.

- Make sure the goal is very specific. Can you really reach it in nine weeks? If so, how will you know you did?
- Large goals can be broken down into smaller achievable steps.

STEP 2: Choose up to three email supporters
This might be a line manager, or a colleague who will be able to offer guidance on your progress. You will need to check that they are happy to receive reports on your progress and will be able to provide feedback and support.

STEP 3: Input your goals and supporter details
Click here: http://www.maynardleigh.com/progit/index/key/1814f8552a755be3

When you come back to your profile at a later date, you will need the password below to login. Please keep these details safely.

PASSWORD: 1814f8552a755be3

If you have any further questions please call 020 7033 2370 or email progressit@maynardleigh.co.uk or call

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020 7033 2370
e-mail: Profiles@maynardleigh.co.uk
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ENTER GOALS

Upon clicking the link on the previous email, the participant arrives on his/her goal sheet on our online system.

Hi Supratik

Please enter your goals below:

Goal One

Goal Two

Goal Three

SUBMIT

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COLLEAGUES DETAILS

Hi Supratik

Please enter your colleagues' details below:

Colleague Details

First Name

Second Name

Job Title

Email

Confirm Email

Colleague Details

First Name

Second Name

Job Title

Email

Confirm Email

Colleague Details

First Name

Second Name

Job Title

Email

Confirm Email

Once the goals are entered, the participant is asked for "Supporter's information".

SUBMIT

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COLLEAGUES DETAILS

Hi Supratik

Thank you, you entered the following details:

> To add a new supporter click 'add new supporter' or to delete a supporter please click 'delete' next to the appropriate person. If you wish to edit the details of an existing entry, please click 'edit' details'

Supporters Details — EDIT DETAILS — DELETE

First Name:	kanika
Second Name:	gupta
Email:	kanika@maynardleigh.in
Job Title:	Accounts

Supporters Details — EDIT DETAILS — DELETE

First Name:	priya
Second Name:	bajaj
Email:	priya@maynardleigh.in
Job Title:	Opportunity

Supporters Details — EDIT DETAILS — DELETE

First Name:	s
Second Name:	bhatt
Email:	mascara_sb@rediffmail.com
Job Title:	testing id

RETURN TO MAIN MENU

ProgressIt initial set-up by participant is done!

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What the “Participant’s” see during the 9-week goal tracking process.

Supratik **Saturday 28 April 2012 4:04:36 PM India Time**

Subject: Progress IT - Progress report (4 weeks has past)!
Date: Thursday 19 April 2012 4:30:03 AM India Time
From: progressit@maynardleigh.co.uk
To: supratik@maynardleigh.in

During the 9-weeks, the participant receives regular emails reminding him/her to update their progress on the goals

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Hi Supratik

It is now about 4 weeks since you attended the programme. It's time to again report on how you're progressing towards your chosen goals.

1. I will do quality check of every written materials.
2. I will not keep bigger tasks untouched. Do in bits so that I do not forget.
3. I will stay focused on my roles alongside supporting my team.

Please click the link below to file your update:

http://www.maynardleigh.com/progit/index/key/1814f8552a755be3

However, if you want to do this remotely, please follow the following link and enter your login code below:

http://www.maynardleigh.com/progit

PASSWORD: 1814f8552a755be3

Good luck with your goals!

If you have any further queries, please contact progressit@maynardleigh.co.uk or call 020 7033 2370

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OPTIONS

Hi Supratik

Control your ProgressIt profile here

ENTER FEEDBACK | VIEW REPORT | AMEND MY GOALS | EDIT COLLEAGUE DETAILS

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The previous email gives access to the participant to their online ProgressIt profile". Over here they can update their progress on the goals.

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ENTER FEEDBACK

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Hi Supratik

Please enter your feedback below:

> Update progress on your goals here. To alter the progress of a goal select 'Achieved, Major, Some or None'.

> Then complete the section to describe your most recent actions and decide whether you want to send the update to your selected colleagues. **Please ensure you hit the 'submit' button at the bottom of the page once complete.**

GOAL ONE: **I will do quality check of every written materials.**

Progress so far:
- ( ) Achieved
- ( ) Major
- ( ) Some
- (•) None

Previous actions: No feedback entered yet

Most recent actions: Failing miserably.

Colleague comments: Yet to see the publications in which Supra has done quality..
Also once you update the written material please inform through email.
Submitted on: 12.04.2012
No change visible.
Submitted on: 13.04.2012

GOAL TWO: **I will not keep bigger tasks untouched. Do in bits so that I do not forget.**

Progress so far:
- ( ) Achieved
- ( ) Major
- (•) Some
- ( ) None

Previous actions: No feedback entered yet

Please send a copy of my report to: kanika gupta

Most recent actions: Started with progressIT.

Colleague comments: I think its too early to answer this question...
Submitted on: 12.04.2012
Probably trying.

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MY REPORT

Hi Supratik

Here is your ProgressIt report:

GOAL ONE: **I will do quality check of every written materials.**

Progress so far: None

Actions taken: **No feedback entered yet**

Colleague comments: Yet to see the publications in which Supra has done quality.. Also once you update the written material please inform through email.
Submitted on: 12.04.2012

Lessons learnt: **No feedback entered yet**

GOAL TWO: **I will not keep bigger tasks untouched. Do in bits so that I do not forget.**

Progress so far: None

Actions taken: **No feedback entered yet**

Colleague comments: I think its too early to answer this question...
Submitted on: 12.04.2012

Lessons learnt: **No feedback entered yet**

GOAL THREE: **I will stay focused on my roles alongside supporting my team.**

Progress so far: None

Actions taken: **No feedback entered yet**

Colleague comments: Focused- Yes i see that and I would suggest you take ownership for your task.
Submitted on: 12.04.2012

Lessons learnt: **No feedback entered yet**

Throughout the 9-weeks, participants can also view their progress (including their supporters comments).

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What the “Supporters” see during the 9-week goal tracking process.

Subject: Progress IT - Help your colleague with feedback!

From: progressit@maynardleigh.co.uk on Thu, 12 Apr 2012 10:37:53

To: mascara_sb@rediffmail.com



Every time the participant updates their progress, the SUPPORTERS receive an email asking them for feedback.

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Upon clicking the link in the previous email, the SUPPORTERS arrive at the feedback page and they can directly enter feedback on the goals here.

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THANK YOU

Hi s

You have successfully uploaded your comments



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FEEDBACK ON THE GOALS OF Supratik Bhattacharya

Hi s

Please enter your feedback below:

GOAL ONE: **I will do quality check of every written materials.**

Their progress so far: **No feedback entered yet**

Comments so far: **No feedback entered yet**

My comments: No change visible.

GOAL TWO: **I will not keep bigger tasks untouched. Do in bits so that I do not forget.**

Their progress so far: **No feedback entered yet**

Comments so far: **No feedback entered yet**

My comments: Probably trying.

GOAL THREE: **I will stay focused on my roles alongside supporting my team.**

Their progress so far: **No feedback entered yet**

Comments so far: **No feedback entered yet**

My comments: yes. doing

SUBMIT

What the “Participants” see once the process is complete .

Congratulatory email directs participant to view the report.

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Hi supratik

Well done! Your chosen goal (I will enjoy) has been achieved. You are clearly putting your recent learning into effect.

"To tend unfailingly, unflinchingly, towards a goal, is the secret of success."
Ann Pavlova in "Pages of My Life."

You can read your report by visiting the link below:

http://maynardleighonline.in/progit/index/key/41650405b59a4eb1

If you want to view your report remotely, click here and then enter your login code below:

http://maynardleighonline.in/progit

PASSWORD: 41650405b59a4eb1

If you have any further queries, please contact aruni@maynardleigh.in or call 09811761664

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Participants will be able to view their complete report with all comments from supporters and themselves.

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THANK YOU

Hi s

You have successfully uploaded your comments



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MY REPORT

Hi Supratik

Here is your ProgressIt report:

GOAL ONE:	**I will do quality check of every written materials.**
Progress so far:	None
Actions taken:	**No feedback entered yet**
Colleague comments:	Yet to see the publications in which Supra has done quality.. Also once you update the written material please inform through email. **Submitted on: 12.04.2012** No change visible. **Submitted on: 13.04.2012**
Lessons learnt:	**No feedback entered yet**
GOAL TWO:	**I will not keep bigger tasks untouched. Do in bits so that I do not forget.**
Progress so far:	None
Actions taken:	**No feedback entered yet**
Colleague comments:	I think its too early to answer this question... **Submitted on: 12.04.2012** Probably trying. **Submitted on: 13.04.2012**
Lessons learnt:	**No feedback entered yet**
GOAL THREE:	**I will stay focused on my roles alongside supporting my team.**
Progress so far:	None
Actions taken:	**No feedback entered yet**
Colleague comments:	Focused- Yes i see that and I would suggest you take ownership for your task. **Submitted on: 12.04.2012** yes. doing **Submitted on: 13.04.2012**
Lessons learnt:	**No feedback entered yet**

What the “L&D team ” see once the process is complete .

At the end of the 9-weeks, the L&D partners will receive a "Group report". This report will mention the total number of goals set, achieved & not achieved. It will also give individual group member details of what goals were set and if they were achieved or not.

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GROUP REPORT

GROUP PROGRESS

Number of goals in total for your team:	3
Number of goals achieved:	3 out of 3 (100%)
Number of goals that have made **major** progress:	0 out of 3 (0%)
Number of goals that have made **some** progress:	0 out of 3 (0%)
Number of goals that have made **none** progress:	0 out of 3 (0%)

Report for vivek arora

GOAL ONE:	
Progress so far:	
Actions taken:	No feedback entered yet
Lessons learnt:	No feedback entered yet
GOAL TWO:	
Progress so far:	
Actions taken:	No feedback entered yet
Lessons learnt:	No feedback entered yet
GOAL THREE:	
Progress so far:	
Actions taken:	No feedback entered yet
Lessons learnt:	No feedback entered yet

RETURN TO MAIN MENU

Report for supratik bhattacharya

GOAL ONE:	**I will enjoy**
Progress so far:	Achieved
Actions taken:	I listen to music Submitted on: 31.08.2012
Lessons learnt:	It\'s all in the mind!
GOAL TWO:	**I will look at better side of things**
Progress so far:	Achieved
Actions taken:	Started Submitted on: 31.08.2012
Lessons learnt:	No feedback entered yet
GOAL THREE:	**I will plan my future**
Progress so far:	Achieved
Actions taken:	No feedback entered yet
Lessons learnt:	No feedback entered yet



ProgressIt® - Making the learning stick

For further details, please contact:

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