DEBRIEF COACH FEATURE

The new Debrief Coach feature is available to help a team of coaches supporting a client organization share reports with LCP (Leadership Circle Profile) certified coaches. The Debrief Coach feature allows the Project Owner to assign a coach to a participant, so that they can receive and view the participant's interactive LCP Report.

ADD A DEBRIEF COACH

You will find this feature when you click the Add Participant button.

+ ADD PARTICIPANT

You will see two tabs: Details (for Participant information) and Debrief Coach.

Enter the participant information as usual.

To add a Debrief Coach for the participant, click the "Debrief Coach" tab and enter the full email address of the coach, click on the coach information to select then click "Save Changes."
Note: Only certified LCP coaches will be available to add.

Add a New Participant

| Details | Debrief Coach |

Set Debrief Coach

> ℹ **Only users that exist in Project Center are allowed.** The practitioner will be able to notify Debrief Coach by email when the report is ready.

Select Consultant ▲

barbara.courtney@leadershipcircle.com

Barbara Courtney
barbara.courtney@leadershipcircle.com
TLC North America, Barti Test Client, TEST SUITE 1 Bank of Tests, Coaching

Add a New Participant

| Details | Debrief Coach |

Set Debrief Coach

> ℹ **Only users that exist in Project Center are allowed.** The practitioner will be able to notify Debrief Coach by email when the report is ready.

Barbara Courtney (barbara.courtney@leadershipcircle.com)   ✕ ▾
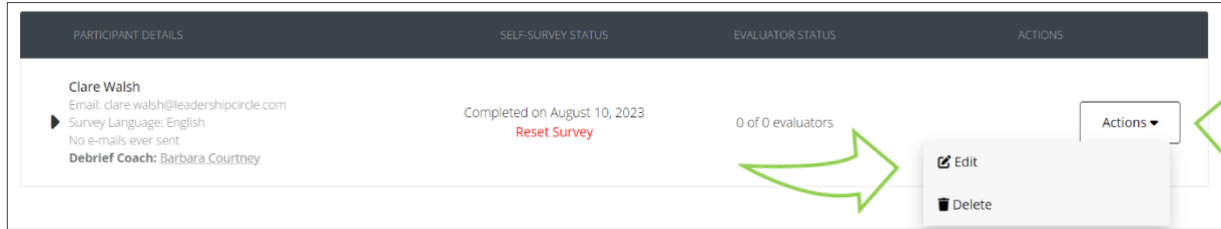
| Save Changes | Cancel Changes |

On the Participant tab of the Project page, you will see the "Debrief Coach" for the participant listed below participant name.

Clare Walsh **R from 420**
Email: clare.walsh@leadershipcircle.com
▶ Survey Language: English
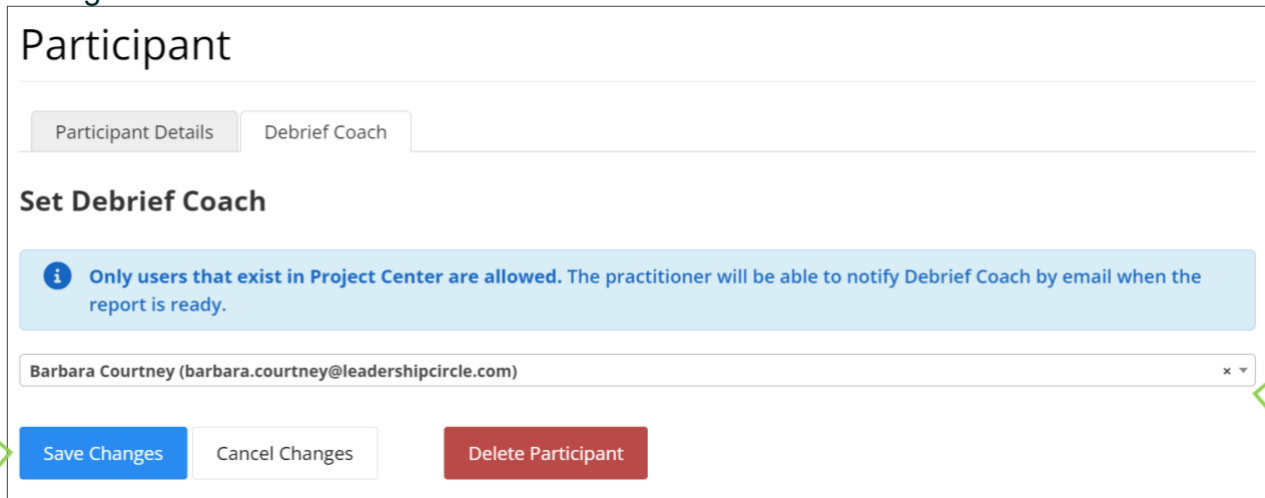No e-mails ever sent
Debrief Coach: Barbara Courtney

CHANGING THE DEBRIEF COACH

You may change the Debrief Coach before the Run Report Date by clicking on Participant "Actions" then "Edit." There is an "x" to the right of the Debrief Coach name that you click to delete the "Debrief Coach."

Click Edit under Actions

Click the X to delete the coach. Click the triangle to search for new coach > click Save Changes.

Note: Adding or Changing a Debrief Coach is only available up to the Run Report Date. Once the Run Report Date has passed, to be able to change the Debrief Coach, the project must be re-opened, and reports reprocessed.

SEND REPORTS TO THE COACHES

On the Order Details page is the option to "Email Report Link to All Coaches" or "Email Report Link to Coach." This sends an email to the coach with a direct link to the participant's interactive LCP Report.

Note: Legacy reports are only available to download via the Order Details Page

LEADERSHIP CIRCLE®

Here is the email the Debrief Coach will receive.

From: notifications@theleadershipcircle.com
Sent: Thursday, August 10, 2023 1:53 PM
To: Debrief Coach <debrief.coach@leadershipcircle.com>
Subject: Leadership Circle Profile (LCP) for Marilyn Sample

Dear Debrief Coach,

This is a friendly alert to let you know, reports are ready for the Leader that you have been paired with.

To access the interactive LCP report, click the link below and log into the Project Center. The interactive LCP report will open automatically.

To share the interactive report with the Leader, click the Share button on the first page of the report and email the link to the participant.

To download the PDF report, open the interactive report and click the orange Download PDF Report button on the first page.

Marilyn Sample marilyn.sample@leadershipcircle.com
View Interactive Report

Please contact me at the email address below with any questions.

Kind Regards,
Project Owner
project.owner@leadershipcircle.com

COACH EXPERIENCE

When the coach clicks the View Interactive Report link in their email, they will be taken to the Project Center login page. The report will open immediately after logging in. If the Practitioner is already logged in, the report will immediately appear.

Note: Reports shared in this way will not be stored or accessible via My Reports or Coach Portal.

HOW TO SEND A REPORT TO A PARTICIPANT

To send a report to a participant, open the interactive LCP Report and find the Share button near the top of the report. Clicking this button copies the URL address link to the clipboard where it can be added to an email to the participant.

Note: The Project Owner must have released reports to the participants (on the Orders Page) for this link to work for them.