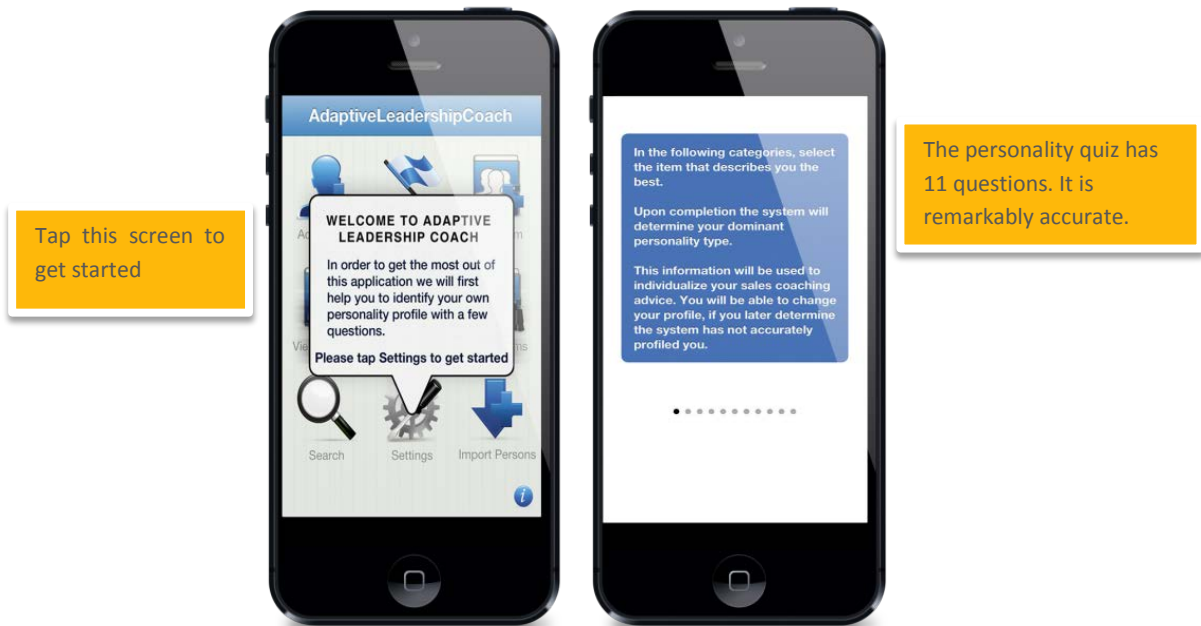


## ADAPTIVE LEADERSHIP COACH V. 1.5 – APP GUIDE

*This guide will help you to understand the core features of the Adaptive Leadership Coach and how you can use them to better lead your teams. The information that you enter here is completely private and is never transmitted to any 3<sup>rd</sup> party site. The information is backed up to Apple's iCloud which is completely private and secure – only available to you. Some may ask, "Is it legal to collect this information on my team?", the answer is simple, of course it is. This app is the digital equivalent of a notebook where you keep notes, and gather information to assist you in leading better. This is not, nor should be used, as a tool for evaluating a person's performance or as a basis for hiring or firing. The app is for informational purposes only.*



After you have installed Adaptive Leadership Coach, the first thing you will see is a screen asking you to fill out the information in the settings. This information is used to help customize the information to you and it is important that you spend some time thinking about the information you enter there.

Essentially you are taking a mini-personality test that will help to identify your dominate personality. Research has shown that all of fall into one of 4 distinct personality types: Driver, Analyzer, Supporter and Motivator. Although most of us have some characteristics of the other personalities, we all have a dominate personality type that governs most of our behavior and how we look at the world.

You can at any time retake the Quiz or select your personality manually

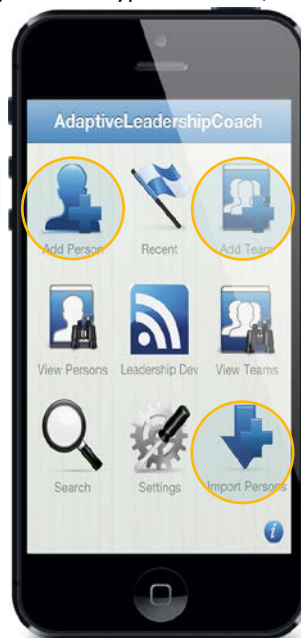


Your Personality Type and Confidence

DISC is a well know personality assessment that you can use to validate your results or as an alternate test if you have problems getting a high confidence level.

When you have completed the quiz you will be returned to the settings page where you can view your personality type and the confidence level associated with it. The system considers a good confidence level at 55% or better. If you are at that level, you can be sure you have identified your dominate personality. If your confidence level is below 55%, it is advisable to go back and take the quiz once again as you most likely have not answered correctly some items. If you still have difficulties getting your confidence level up to 55%, we would recommend taking the freely available (and much more in-depth) DISC personality assessment. This will give you a more accurate profile and you can then manually change your personality to that which you are given in the DISC (instructions how to map your DISC type with ours, are in the app).

1. Tap to manually add a person



2. Tap to Add a Team

3. Tap to import a person

When you are done with filling out the settings, you are taken back to the home screen. The first thing you should do is to create a team (1). Adaptive Leadership Coach allows you to create as many teams as you need. Most people today are in one way or another, a part of many teams in a single organization. We allow you to organize all your teams in this one single app. From the add team screen fill out the vital information of your team including the name (you can name it whatever you wish but, try to make it descriptive), the web address

of your team (your team may have an Intranet site—use that!), address (if your team is a remote team), phone number (if you have a receptionist or assistant directing calls), and then there are 4 select boxes that describe your team: Team Type, Team Model, Internal/External, and the Team Stage. There is help telling about each of these in the app—just tap the blue “i” icon to get a description. It is important to fill all of these fields out, as the app will deliver to you coaching advice based also on the information you select here.

The next step is to add persons and associate them with a team. There are two ways to add people to the app, by importing from the contacts and by manually entering them. If you already have the person in your contact book, the easiest thing to do is to select “Import Persons” (2) and you will be taken to your Apple contact book (this works also in iPad) where you can select your contact. It will take all the relevant information, including pictures, to the app. The second way to add a person is manually. To manually enter a person, tap the “Add Person” (3) button and fill out the information.

After you have entered the basic information, you will be taken to the profiling section for that person. If you have imported the person, you will need to select the red “Re-profile Team Member” button. (note: You can skip the profiling part if you wish, and fill it out later, if you so choose.) Answer the questions about each person carefully, based on your observations, answer “Don’t Know” if you are unsure, and make a mental note to try to be more observant of that in the future. Your Person profile should now look like the one below.



Once you have profiled a person, you can now explore the other features of the app, including the profiling, researching, notes (audio and written) and files, and the events area.



The profile area is where you get coaching advice on how to better interact with your team member. It is divided into 5 areas, each with advice on how to better communicate and lead your team member. The advice is based both on your personality, on that of your team member and on the key traits you identified, including their velocity, values, attitude and decision style. Taking a look at this coaching advice before you have discussions with this person, will help you to be more effective in your leadership.

The Intel button will take you to the place where you can research your team members on popular services. A little bit of background information about your team member can give you great insight into them and help you understand them on another level. We do not suggest that you use these services to “spy” on your team members, but provide this service to help you better understand them, and to assist you in better profiling. You can learn a lot about a person’s profile by looking at the pictures they post and the information they share.



When you find something that you wish to read later, or share with others, we have integrated a number of tools for helping you do that. By default the app shows three options, but you can control which ones show by tapping the “More...” button and selecting the services you would like available. The available options are; 1) Copy, 2) Open in Safari, 3) SMS, 4) Readability, 5) Twitter and 6) Facebook. From the “More” page you can edit the services to turn them on and off, and select the ones you use most often.

Our favorite service is Readability. If you do not have Readability, we would encourage you to sign up for one. Readability lets you save content for reading later and does a great job of stripping out all the ads, and superfluous page elements to give you a nice clean page to read. One note, unfortunately the LinkedIn site is not very Readability friendly and won’t allow you to save individual profiles using Readability.



We now turn to the team area of the app. The team screen above shows the information that you have on each of your teams. We ask you to think about your team, the type of team it is, the model of the team, is it an internal or external team, and what stage that team is in. If you are unclear of what these are, we offer explanation of each in the app, just tap the “i” button. What you select here is used to provide you with coaching advice in how to interact with that team. We also provide you with a place to set up the key ideas behind your team and their purpose. To lead a team better, you must have a clear idea of the purpose, the objectives and the challenges that exist for that team. By thinking about these, you will gain insight in how to lead your team better.

The “Comm” area of the app is for communicating with your team. You can send an email, a text message, or write a twitter or Facebook message from this area. Setting up a Twitter (and or a Facebook) page for each of your teams, is a great way to easily send group messages to your team. We would recommend a great service for private tweeting with your teams called GrouTweet at <http://www.grouptweet.com/>.

One of our favorite services here is Fluid Surveys. The basic service is free and allows you to create polls with your teams, publish them, and collect feedback. Want to know really what your team thinks about your last strategy meeting? Set up a poll and ask for feedback. Get in the habit of doing this for all your meetings and you will find yourself running better meetings and getting more accomplished!

Lastly on this page is the ability to log into Salesforce Chatter. You might be asking, “I’m not in sales, what is Salesforce doing here?” Salesforce Chatter is not just for sales people, but is a great IM program for exchanging thoughts between teams and this is why we include it here. If you haven’t tried Salesforce Chatter, we would recommend setting it up for your team – it can be highly effective especially if you have a remote team.

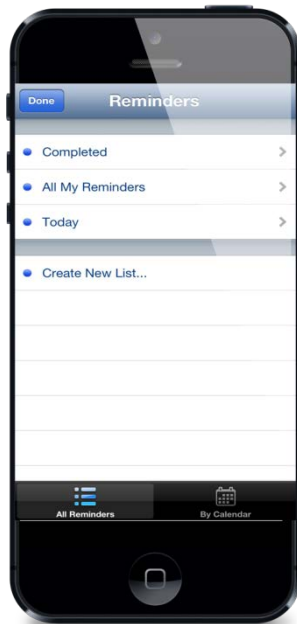


The team and person areas of the app share the “Notes/Files” and “Events” area (1). From the “Notes/Files” area you are able to create two kinds of notes, each stored either with the individual or with the team; a written note or an audio note (2). This provides you with a powerful way to organize ideas about your teams and team members. An audio note is especially effective for recording things on the move, quickly and efficiently. Also in this area is the ability to access your dropbox files ([www.dropbox.com](http://www.dropbox.com)) (3). This is a great way to organize files that are important to your team and have the ability to access them at any place, any time. We would recommend creating a dropbox folder for each of your teams. This could be a shared folder with your team members. In this way you can share files with your team without having to use email for distribution. You could also find this a useful tactic to use with individual team members – everything is possible.

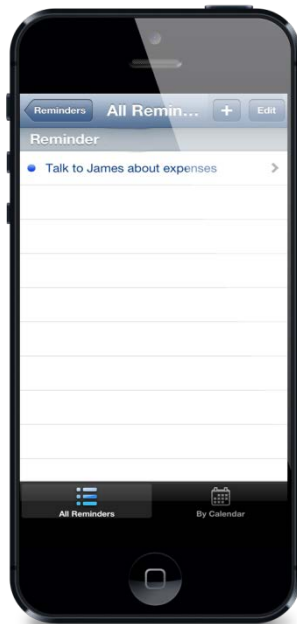


The next area we will look at is the events features of this app. The app includes quick and simple access to your Apple calendar where you can schedule events. One way to use this effectively for managing your teams is to set up a new calendar for each of your teams that you can share. iOS allows you to use Google Calendars, Microsoft Exchange Calendars and many others. For more information on how to share a calendar in iOS take a look at this tutorial: <http://appadvice.com/appnn/2012/11/how-to-set-up-shared-calendars-in-ios-6>

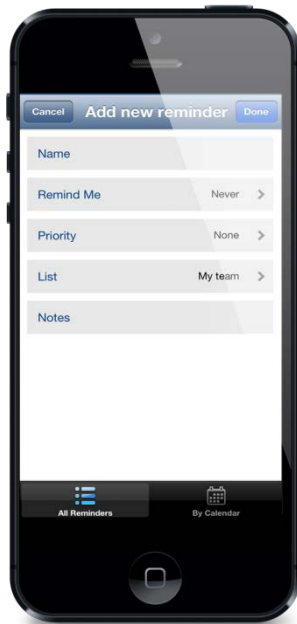
Create a reminder list just for a team or individual.



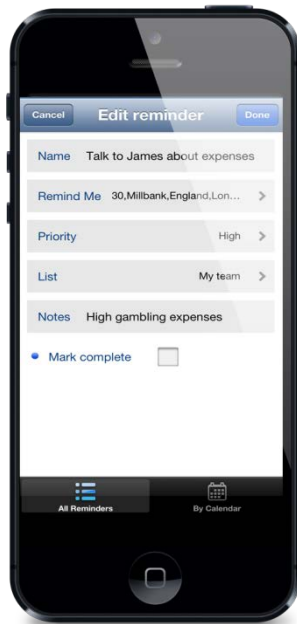
Tap the "+" to add a reminder



Put a note with your reminder or set a priority level.



Many options for setting specific reminders triggered by time or location



The reminders part of the app allows you to do many things that can help you to better organize your work. Our reminders allow you to create reminders based on time and on location(location based reminders available on all iPhone models but only available on iPad 4 with cellular plan). Now you can be reminded of something based on the physical location, either when you arrive or when you leave a place. To use this feature you tap on "Create Reminders" and then on any of the items listed to go to the screen where you can add a reminder by tapping on the "+" sign in the upper right corner and fill out the basic information about what you want to be reminded of. You can create a custom list where you store your reminders, for example it would be a good idea to create a list for each of your teams, and in some cases, a list for a specific team member might be a good idea. When you create your reminder you can decide if it is a time based reminder or one triggered by location. Want to be reminded to talk to a team member when you arrive at the office, you can set this reminder here. To set a location reminder, you need to have the address of that place stored in



your contacts. You can either take a location from an existing contact, or you can create a new contact that contains that specific address. This is all handled in the default Apple Contacts and not in this app. You will only have to set these locations once, after that you can use them again and again.



Adaptive Leadership Coach also allows you from within the app to access and view your Dropbox files and folders. Access to your Dropbox is via any person or team by tapping on the “Notes/Files” icon in the taskbar. You do not need to have the Dropbox app installed on your device to use this feature. The App allows you to open and view files of most popular file types. When you tap a file to view, it opens a menu with the apps on your device that are able to open that file type. We would recommend you install Filer and GoodReader apps also as they are two of the best apps for handling the majority of file types.

You are also able to move files around to other folders within this app. If you use the “Open in Dropbox” choice from the list of available apps, you will be able to copy that file to another folder in your Dropbox. This is useful if you want to move a file from your private folder to a shared folder. You are also able to delete files (just choose your file and the trash can icon) and upload photos (at this time Apple does not allow for uploading of any other file types but photos).