Welcome to Actionable Workshops!

This quick reference guide will walk you through everything you need to know about harnessing the tools at your disposal through Actionable Workshops. Our main objective is to make it fun and easy for you to engage your team in meaningful conversation on a regular basis. Leveraging insights from leading business books you will enhance your own leadership skills, as well as develop the important "Salaried Entrepreneur" skills of your team members.

This guide is specifically for **Session Leaders**. Session Leaders have the ability to add participants, schedule and run workshops. If you are the person leading a workshop, this guide is for you!

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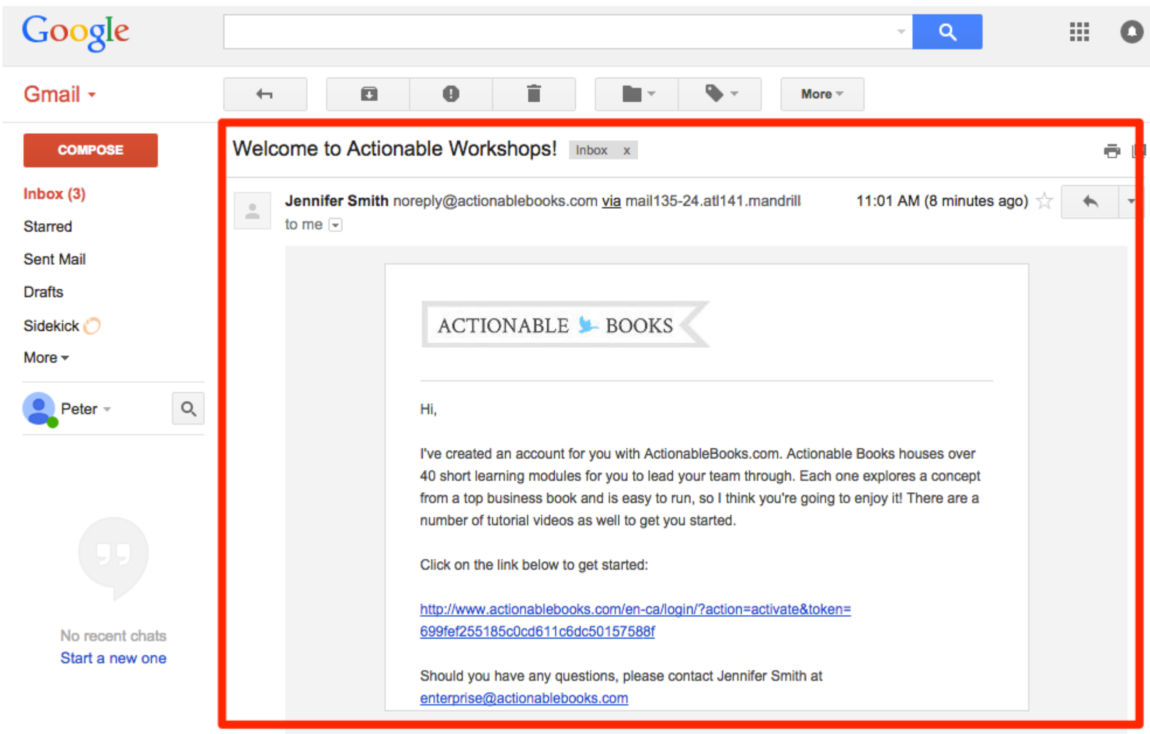
Step #1: Activating Your Account

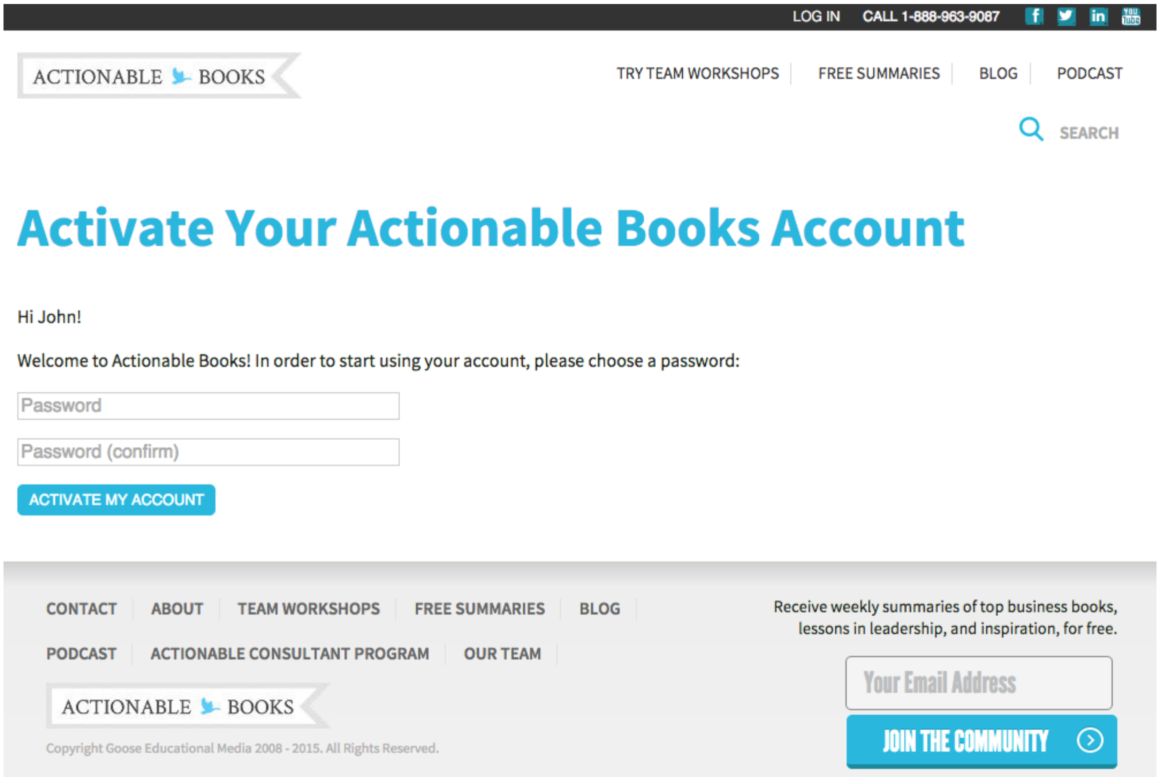
Start by activating your account via an email that the Master Account Holder of your account has emailed you. The email should look something like this:



Click the activation link (the first link in the email) to set your password and log into your account. Voila! You're all set and ready to explore your dashboard.

Occasionally emails can get caught in the "Spam" folder so take a look in there if you didn't receive this email. Activation emails from us come from noreply@actionablebooks.com so you can do a quick search through your email if you can't find it.

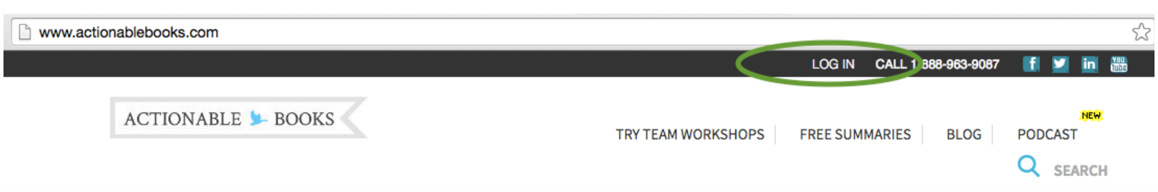
You can also ask your Master Account Holder or administrator responsible for your Actionable Books account to resend you the activation email at any time.



Step #2: Logging in

If this is not your first time logging into your account, you can access your Actionable Workshops dashboard by clicking "Login" from the top of any page of ActionableBooks.com

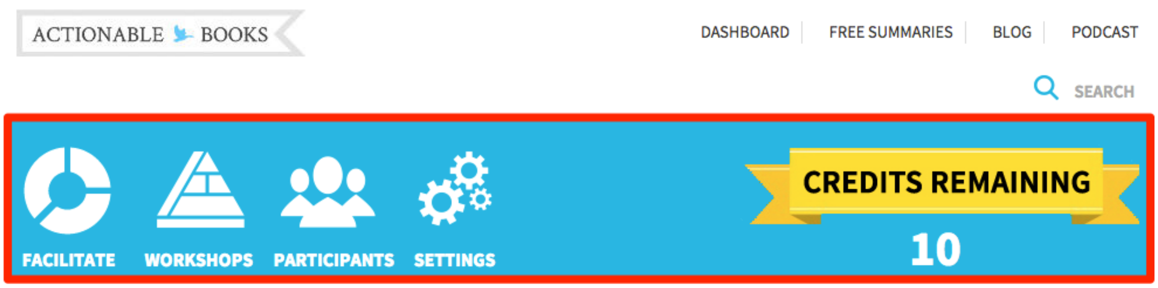
Note: The username of your account is your email address. If you have multiple emails, please check with Master Account Holder which email was used to register your account.



Alternatively, you can visit http://www.actionablebooks.com/login

Step #3: Understanding your main Navigation bar

Once you're logged into your account, you'll be redirected to your main dashboard page (more on that later). I want to first draw your attention to the five icons in the blue bar near the top of the page. These five buttons act as your main navigation links through your account, or "nav bar" for short.



Facilitate will bring you back to your main screen. There, you will have a single view of Team Actions, Scheduled Workshops, and Completed Workshops along with a link to your Leader Resources.

Workshops will take you to the workshop module library, and is where you can select a workshop to run with your team.

Participants allows you to add new team members when you want to invite new people to a workshop session, and arrange them in teams or groups.

Settings allows you to personalize your account.

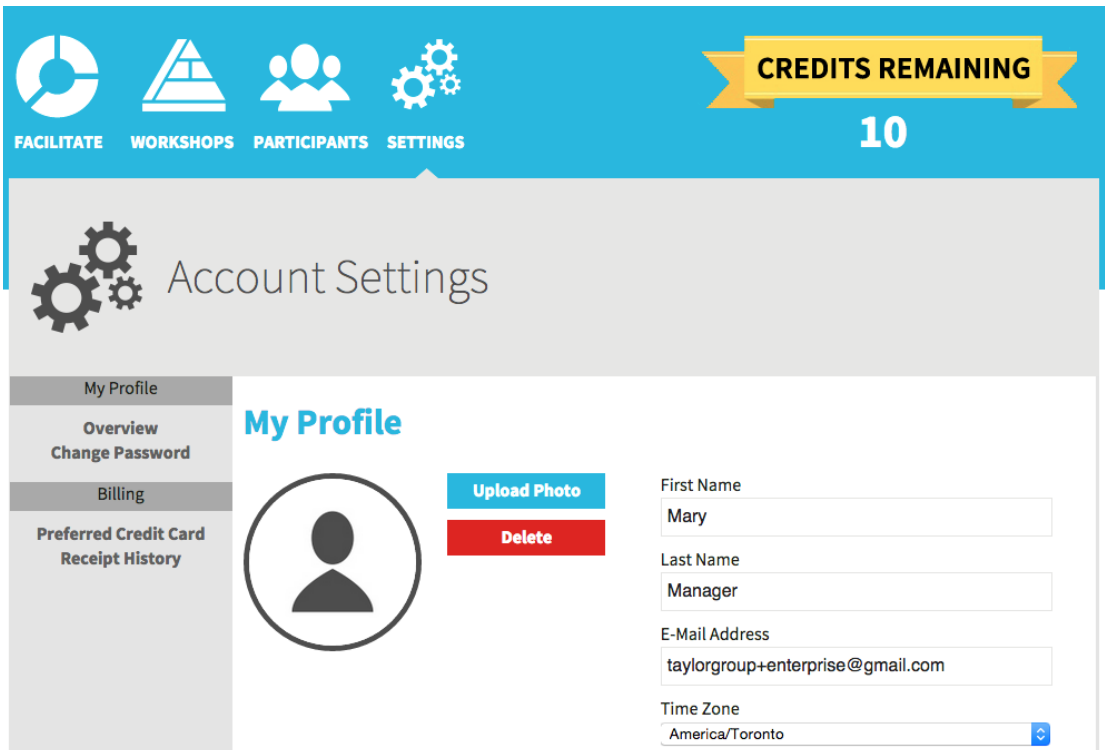
Credits Remaining allows you to see how many credits remain on your account* and purchase additional credits by clicking the credit counter.

**Note: The number displayed here may not be the same as the total number of credits available across your organization. Credits may have been distributed to other Session Leaders in the organization by the Master Account Holder or your Actionable Consultant. To view the total number of credits remaining in your organization, ask the administrator of your Actionable workshops account.*

Step #4: Familiarizing yourself with your Settings page

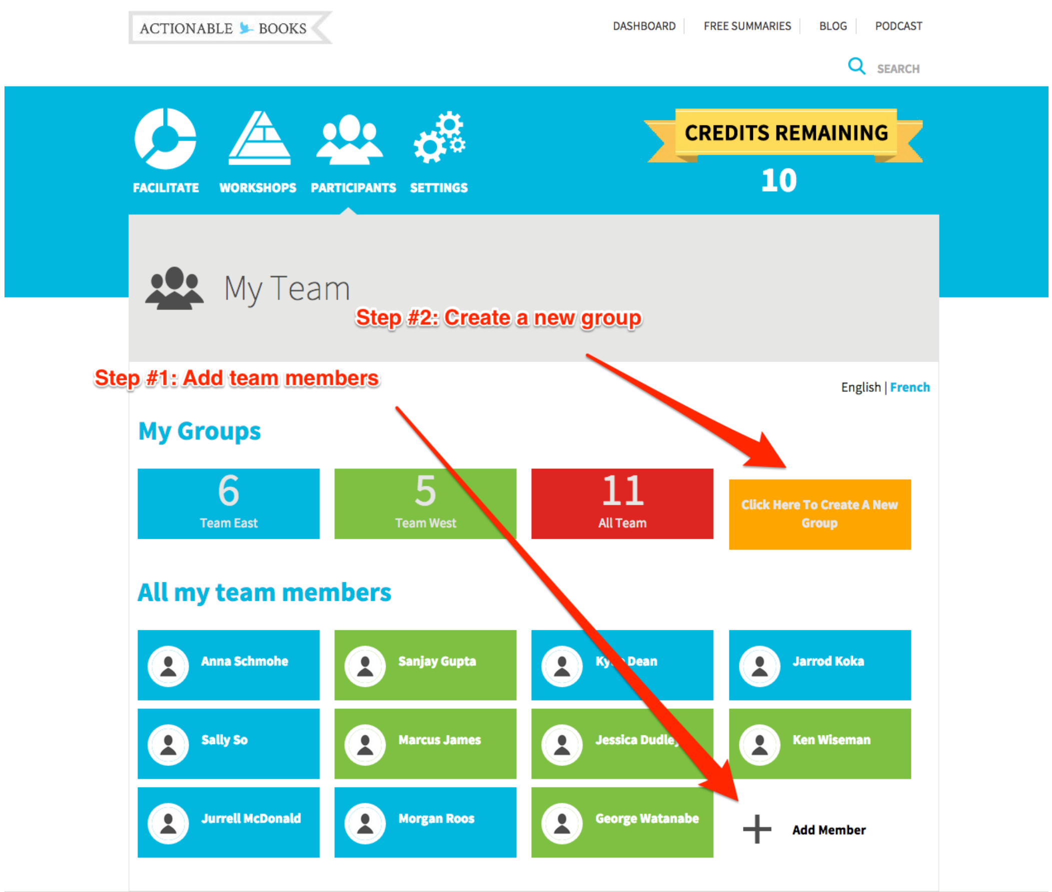
Click the "Settings" button on the Nav bar to:

- upload your photo,
- change your password,
- define your time zone, and
- update your credit card information (*as applicable*)



Step #5: Set up your "My Team" page

To run a workshop, you need to create and invite a "group"; ie. a team of people from your organization. The "participants" tab of the main nav bar is where you will enter their team and create their groups.



1. Add team members first.

- Start by entering the names and email addresses of each person you plan to invite to your first workshop session.

2. Then Create a "Group"

- Click on the first group
- Create the name your group
- Add or remove members Note: *you must click on **each** team member for them to be added.*
- Click **Save.**
- You'll know you've done it properly when the number displayed above the group name is the same as the number of people you want in that group.

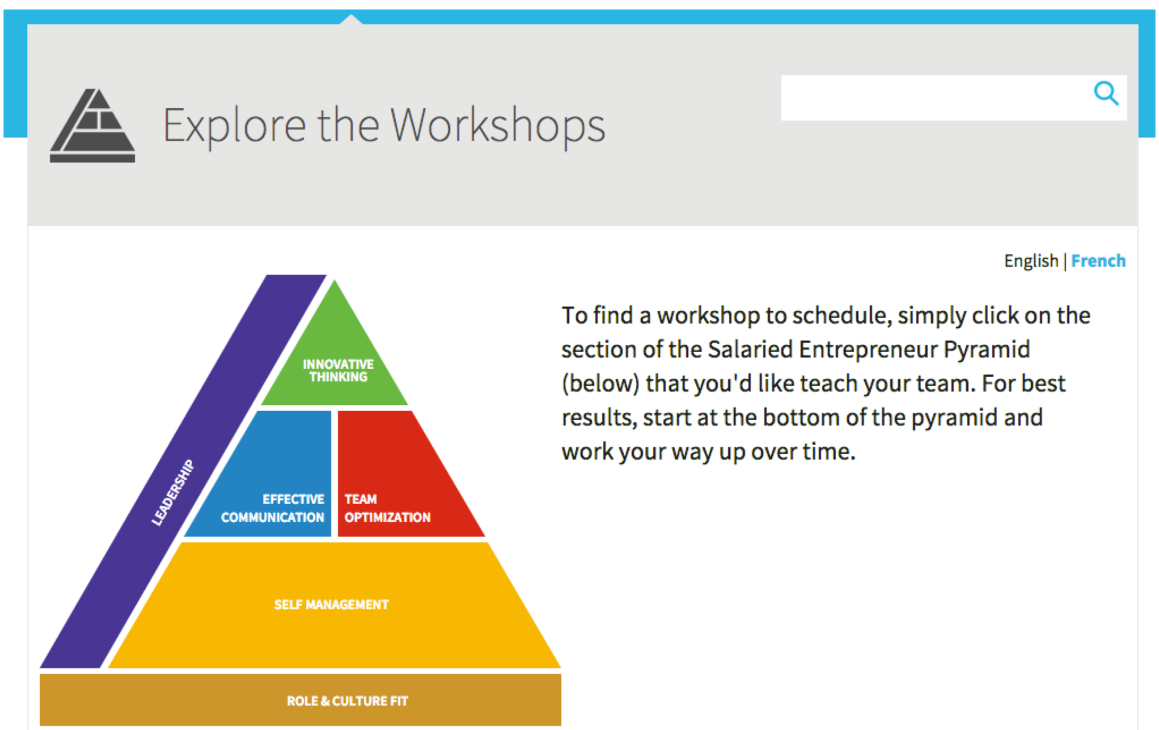
Step #6: Scheduling Your First Workshop

Once your group is created, you're ready to select and schedule your first workshop! Let's take a look at the modules that are available to you. Start by clicking the "workshop" button in your nav bar.

1. Review the Salaried Entrepreneur Pyramid

- 6 major competencies (topics)
- 3 sub-competencies per topic
- Start at the bottom and work your way up.

Click through Role & Culture Fit as well as Self Management to find a workshop that you're excited to run. There are a lot to choose from, so don't worry about finding the "perfect" one. In our experience any module from Role & Culture Fit or Self Management will be well received as a first session.



2. Reviewing a Workshops "Overview" page

Clicking on any workshop "View Details" button from the Workshops master list will take you to a Workshops Overview Page.

A. Key Deliverables

This is the “snapshot” of what you can expect your team to gain by completing this workshop. If the Key Deliverables don’t get you excited, nothing else matters and it’s time to move onto another workshop option.

B. Exercise Overview

One liners outlining what each exercise consists of, and what’s required (supplies, wise.)

C. Read the Summary

Provides a link to the workshop “pre-read” that each workshop participant will receive when the workshop is scheduled.

D. Training Video

The training video is for you (the leader) **only**. Think of this as your secret weapon - a “train the trainer” guide on how you can best run the workshop and what you should consider/prep prior to the session.

E. Leaders Notes

The leader notes are the meat of the session. You’ll want to download and print this document – typically 6-10 pages and bring it to your session. **For maximum value, you should print the leader notes, *then* watch the training video, taking notes in the margins as you do so.**

Fa. User Feedback

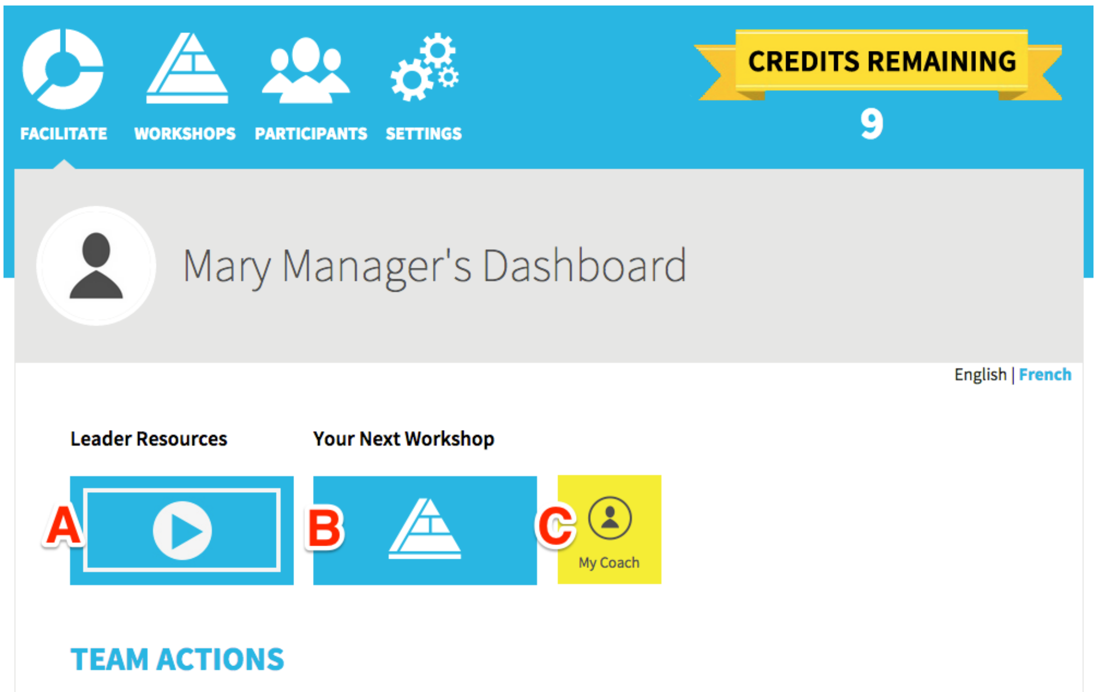
Notes and suggestions from past workshop leaders. Scroll to the bottom of the page to see the detailed notes.

G. Schedule Button

Once you know this is the workshop you want to run, click this button and complete the scheduling details to ensure the participants receive the appropriate information, and get entered into the **Accountability Loop**

Step #7: Navigating the Dashboard

The aptly named dashboard is "mission control" for you, the Session Leader. From here you can access all the workshops (past, present and future), as well as check in on your group's workshop-inspired commitments.



A. Leader Resources

Short tutorial and training videos on how to navigate the site, be a better facilitator, and maximize the value of follow up coaching. We're adding new videos regularly, so you'll want to check back frequently!

B. Your Next Workshop

If you have a workshop scheduled, this box will display the name of the workshop, as well as the date, time and location at which it's being held. Click on it will take you to the Workshop Overview Page. If you do not have a workshop currently scheduled, this box displays the Salaried Entrepreneur pyramid (as shown above), and clicking it will take you to the Story Lines selection page.

C. Your coach contact info (and contact form)

This smiling individual is your main point of contact at Actionable Books. Feel free to call or email them or, if you prefer, you can simply fill out the contact form on the page and they'll get right back to you.

TEAM ACTIONS E

Name	Commitment	Due	
Chris Taylor	I\'m going to make sure I build my weekly reviews back ...	2013-11-09	
Erika Biesenthal	I am going to sit down next week and put an actionable...	2013-11-15	
Darlene Huff	To carve out one hour a week of white space to stop, th...	2013-11-21	
Kira Hug	Setting time aside for strategy sessions weekly, monthl...	2013-11-30	
Chris Taylor	budgeting 8 hours/week (4x 2 hour sessions) into each ...	2014-01-01	
Darlene Huff	By creating a template in my Evernote to use monthly	2014-01-07	
Kira Hug	I will schedule time to create a game plan for the Gen Y ...	2014-01-10	
Erika Biesenthal	I will have to re-think my role in the company first. Onc...	2014-01-31	
Amy Taylor	I plan to personally do these 2 exercises every six mont...	2014-03-21	

F ALL SCHEDULED WORKSHOPS

Workshop	Date
Rational Billions	Apr 27 2014 6:00 am

G COMPLETED WORKSHOPS

Workshop	Rating
Are you listening?	View Insights
No Shortcuts	View Insights
Making It All Work	View Insights

E. Team Actions

After a scheduled workshop is completed, you will be prompted to identify who was present out of the invited group. (***make sure you complete this important step!***)

The confirmed participants are then prompted – via email – to provide:

- A rating of the workshop session,
- Their biggest takeaway,
- How they're planning on applying that takeaway, and
- By when

That information is then populated into your dashboard, as shown above. It's also available, sorted by workshop, in the "Completed Workshops" section (described in more detail in Section **G**)

F. Scheduled Workshops

A list of your upcoming workshops; ie. Those that have been scheduled for a future date.

G. Completed Workshops

A summary of all completed workshops. Clicking on "View Insights" takes you to a page that shows all the commitments that were made from that workshop, by whom, and when they're planning to complete them by. You can also see how your team rated the session here.