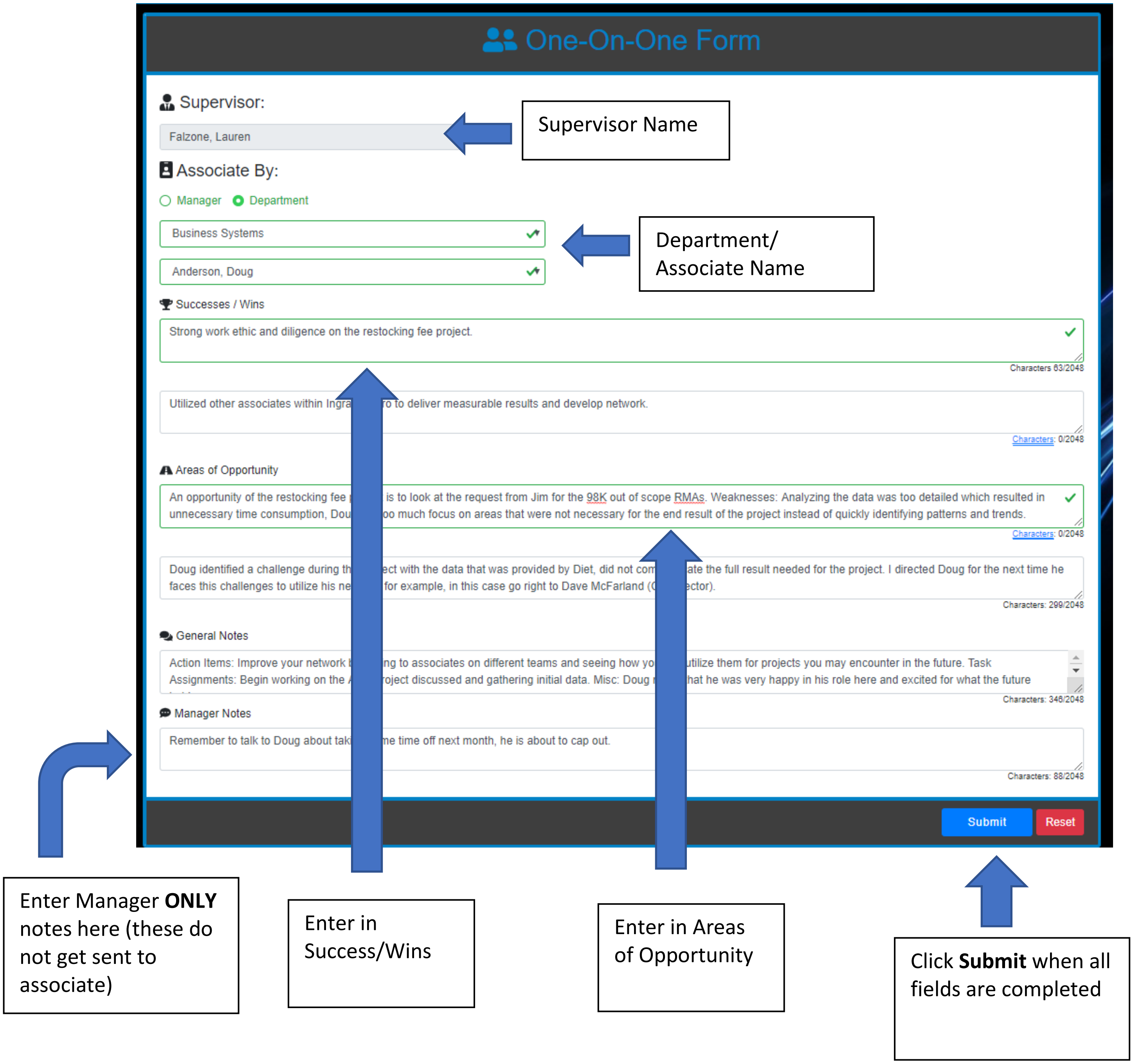
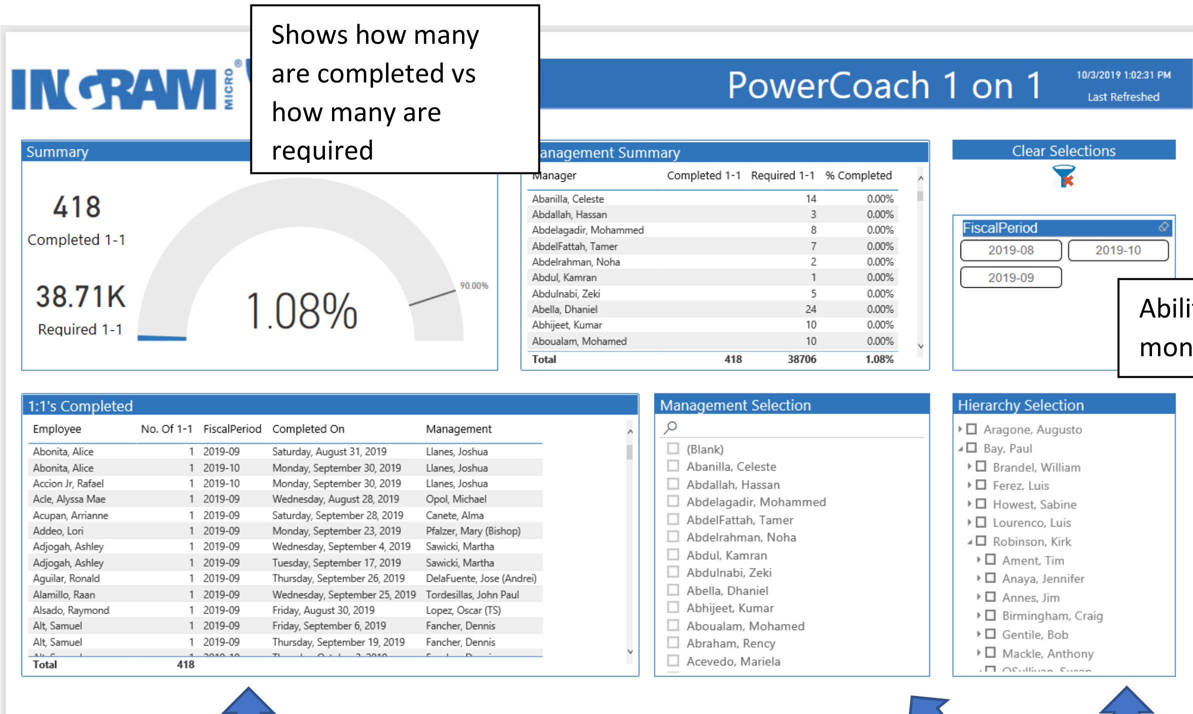
Filling out the One-On-One Form



- Please note that it is **mandatory** to fill out at least <u>one</u> success/win AND <u>one</u> area of opportunity.
- You have a maximum of **2,048** characters per response section
- This page will time out after **60 minutes**

Ingram PowerCoach Governance Dashboard

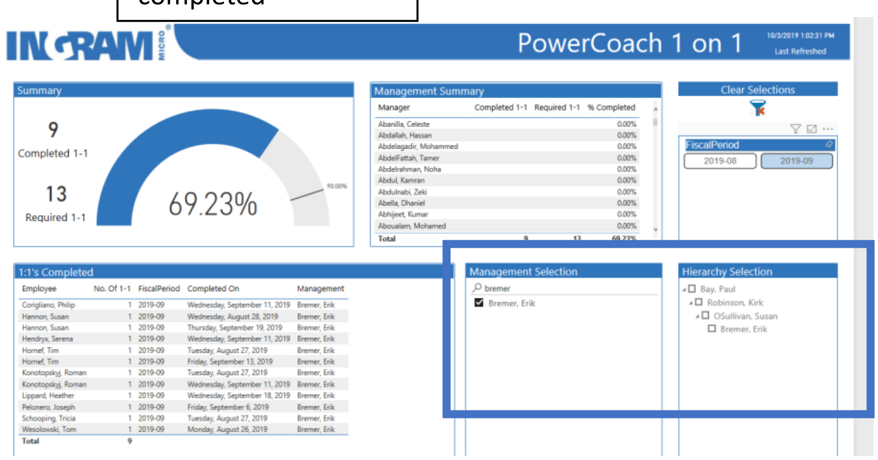
Shows how many are completed vs how many are required



Ability to filter by month

Shows manager a list of completed one-on-ones, by which associate and which date it was completed

Gives the manager the ability to filter by manager AND view their manager hierarchy



Example of dashboard being filtered on manager (Erik Bremer)

- The One-on-one Governance Dashboard information is updated **two** times per day. For example, one-on-ones conducted in the morning will be reflected on the dashboard by the afternoon
- Associate/Supervisor relationship is updated **one** time weekly (Monday AM). Any changes made to the organizational structure will be reflected on the dashboard the following week.