

Filling out the One-On-One Form

The screenshot shows the 'One-On-One Form' interface. At the top, there's a header with a person icon and the title 'One-On-One Form'. Below this, the form is divided into several sections:

- Supervisor:** A text field containing 'Falzone, Lauren'. A blue arrow points from a box labeled 'Supervisor Name' to this field.
- Associate By:** Two radio buttons, 'Manager' (selected) and 'Department'. Below them are two text fields: 'Business Systems' and 'Anderson, Doug', both with green checkmarks. A blue arrow points from a box labeled 'Department/ Associate Name' to the 'Department' section.
- Successes / Wins:** A text area containing 'Strong work ethic and diligence on the restocking fee project.' with a green checkmark. A blue arrow points from a box labeled 'Enter in Success/Wins' to this section.
- Areas of Opportunity:** A text area containing 'An opportunity of the restocking fee project is to look at the request from Jim for the 98K out of scope RMAs. Weaknesses: Analyzing the data was too detailed which resulted in unnecessary time consumption, Doug too much focus on areas that were not necessary for the end result of the project instead of quickly identifying patterns and trends.' with a green checkmark. A blue arrow points from a box labeled 'Enter in Areas of Opportunity' to this section.
- General Notes:** A text area containing 'Action Items: Improve your network by talking to associates on different teams and seeing how you can utilize them for projects you may encounter in the future. Task Assignments: Begin working on the A project discussed and gathering initial data. Misc: Doug mentioned that he was very happy in his role here and excited for what the future'.
- Manager Notes:** A text area containing 'Remember to talk to Doug about taking some time off next month, he is about to cap out.'

At the bottom right, there are two buttons: 'Submit' (blue) and 'Reset' (red). A blue arrow points from a box labeled 'Click Submit when all fields are completed' to the 'Submit' button. A large blue arrow on the left side points from a box labeled 'Enter Manager ONLY notes here (these do not get sent to associate)' to the 'Manager Notes' section.

Enter Manager **ONLY** notes here (these do not get sent to associate)

Enter in Success/Wins

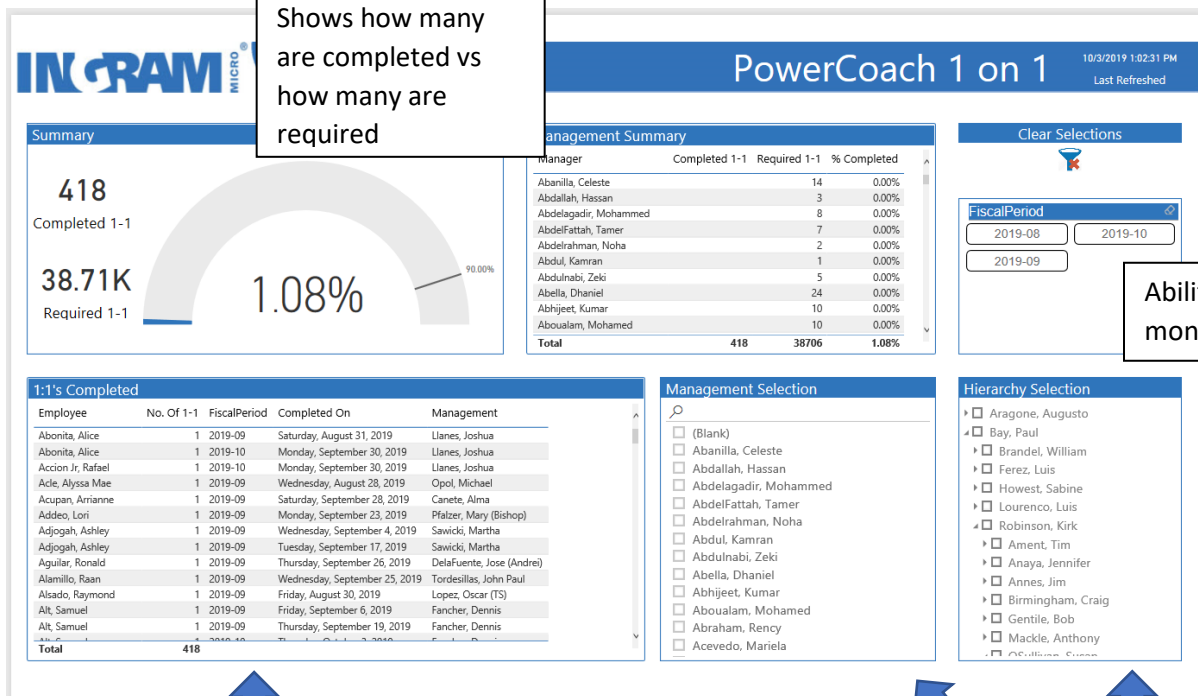
Enter in Areas of Opportunity

Click **Submit** when all fields are completed

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

## POWERCOACH QUICK START

### Ingram PowerCoach Governance Dashboard

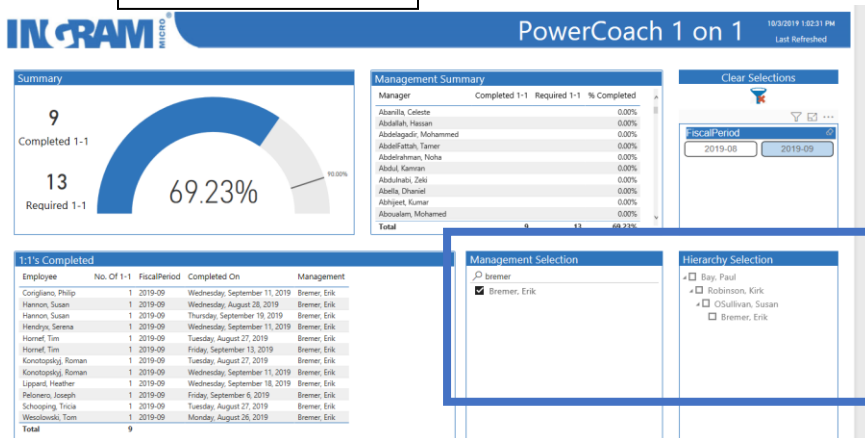


Shows how many are completed vs how many are required

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.