Ordering Product: The TLC Project Centre

To start your TLC Project, log into the TLC Project Centre at:

https://project-center.theleadershipcircle.com (this is a unique site used by Certified Consultants only).

Click the **Forgot/Create Password?** link if you need to reset you Password. Once logged in, you can change your password through **My Account**.

- Click the **+ Create new Project** blue button on the home page
- Enter your Consulting Company (this is your own name if you have not set up a Company Name) and Consultant Name
- For your first order with a new client, click the Create new client link
- Type in your Project Name (this does not appear on the Report). Choose the Product that you are ordering (LCP or LCP-ME)
- Enter all other Project details as required
- Note that the **Welcome to TLC Emails** go either -
    - When you click **Send Invite** found to the right of each Participant's Name;
    - To send to all Participants at once click **Send new Emails** (found in the More Actions dropdown); or
    - At the Scheduled time that you setup in your Project (you can reach this via the Options Tab)
- You are billed by TLC Asia Pacific for completed Projects, up to 7 days after the Completion Date.
- Your printed Profile report and Binder will be delivered to you within 3-5 working days after the Completion Date.

TLCGo! app, provides useful How To Videos and User Guides that walk you through how to get around the site and how to take the Actions that you need to.

THE PROFILE INCLUDES WRITE-IN COMMENTS. YOU HAVE 2 OPTIONS. We highly recommend that you select the Long Comments for qualitative feedback.

Short Comments:

- What should he/she stop doing?
- What should he/she start doing?
- What should he/she keep doing?

Long Comments:

- In your opinion, what is this person's greatest leadership asset, skill or talent, and what suggestions do you have for leveraging this?
- In your opinion, what is this person's greatest leadership challenge or area for development, and what suggestions do you have for handling this?
- What have you observed about this person about which you would like to provide additional feedback to him/her that may not have been previously addressed in this assessment?

Payment is required for profiles that are cancelled or not completed.

You are billed for the profile when the reports are run and the order completed. In the event that you cancel the profile order after it has gone live, you will be billed 50% of the price, provided that the report has not been printed. You are responsible for the full price when the report has been printed. For this reason we encourage you to obtain a financial commitment from

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How to send Reminders

The system does not automatically send email reminders to incomplete survey takers. The date that a reminder was last sent, is shown on the **Send Invite** button.

- Login to the Project Centre
- Goto your Project by clicking Active Projects (if the Completion Date has passed and your Project is no longer active, you will need to contact your Client Services Team and request that the Project Completion Date be extended).

To send reminders to all incomplete survey takers

- Click **More Actions** and select **Send All Reminders**

To send reminders to specific individuals

- Using either the **Participant Tab** or the **Evaluator Tab**, find the person you want to remind, and click the **Send Invite** button to the right of their name.

The content of all system emails can be edited. Goto the **Participant Email** or **Evaluator Email** tabs to make changes to these emails.

Emails can be schedule to be sent. Got the Options tab, and set the day and time that you want the emails to go under the "Schedule sending of invitation emails section". This will send an email to all incomplete survey takers.

How to Order a Group Report

- Login to the Project Centre
- Goto **My Clients**, find the client you want to create a group report for and click **Create group report**

Or

- Goto your Project Screen: click **More Actions**, and select **Create Group Report**
- Make your selections.
    - You can enter multiple clients in the "Client' field.
    - You can select the specific participants from these selected Client's Projects on the "Select Participants" screen

The report will run automatically as part of this order process, and will be available to download on the "Thank you for your order" screen.

- Click the **Close x** button to get back to the Order screen
- Click the **Red Logo** or the **Project Centre** to return to the home screen

How to View/Download your Reports

- Click on **My Reports** (top bar of the screen)
- Look for your Project name, or use the available filters to find the Project reports you are looking for.
- Click on the left hand order number to access your reports
- Click the left hand blue **Download Reports (ZIP)** button
- The reports will prepare for download
- When Done, click the **Download Reports (ZIP)** button, this will download zipped file of the 3 report files to your computer/device.
- Click the **Close x** button to get back to the Order screen
- Click the **Red Logo** or the **Project Centre** to return to the home screen

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