

LCP PRODUCT ORDERING AND DELIVERY PROCESS

1

DAY 1



LOGIN TO THE PROJECT CENTER

project-center.theleadershipcircle.com

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DAY 1



ORDER A LCP PRODUCT FOR YOUR CLIENT

(IN TLC-GO! NAVIGATE TO 01. TLC MARKETING & HOW-TO IN THE PROJECT CENTER FOLDER TO FIND USEFUL "HOW TO" VIDEOS)

- Select LCP or LCP-ME Profile
- Add Participants - names and emails are required (or upload a .CSV file)
- Send the TLC Welcome Invitation Email when ready either by scheduling, by individual, or by *More Actions/Send new emails*

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DAY 3



PARTICIPANT:

- Adds their Evaluators
- Completes their self-survey

A TLC Welcome email is sent inviting Evaluators to complete the survey by the "Completion Date"

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DAY 14



EVALUATORS COMPLETE THE SURVEY

(USUALLY OVER A 2 WEEK PERIOD)

PROGRESS IS MONITORED BY CONSULTANTS IN THE PROJECT CENTER

(CORRECT EMAILS; SEND OUT REMINDERS; UPDATE COMPLETION DATE)

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DAY 15



VIEW ELECTRONIC LCP

Report generated on the selected run report date and time can be viewed in the Project Center under *MY REPORTS*

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DAY 21



PRINTED PROFILE AND BINDER ARE AVAILABLE FOR AN ADDITIONAL FEE

Expected delivery times are 6-7 working days after completion date

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DAY 22



INVOICING AND PAYMENT

You will be issued an invoice up to 7 days after Run Report Date

Our usual terms are 30 days. Pay via credit card or International Direct bank transfer