ChangeWise

Pioneer in Leadership Agility

Instructions for Purchasing the
"Power Style Profile"

This document provides the latest information about how to purchase the Power Style Profile for individual clients or a group of clients. If you are purchasing for a group, note that you can choose between two payment methods, both outlined starting on page 2.

First step: Register to use the Power Style Profile

- If you are purchasing to use with individual clients, go to http://assessleadershipagility.com/for-coaches and register to use the PSP with your clients.

- **Or,** if you are purchasing for a group, register as a Group Leader. To do this, go to https://assessleadershipagility.com/power-style-profile and click on the "Register as a Group Leader" at the bottom of the right-hand column.

In either case, you will receive an email confirmation from ChangeWise that will allow you to proceed.

Before you purchase the Power Style Profile (PSP), download and read the guidelines for orienting your client(s), using the link found at the top of the left-hand column on your Dashboard.

Then follow the directions below.

Purchasing for Individual Clients

1. Log into your Coach Dashboard

   a) Go to http://assessleadershipagility.com/for-coaches

   b) In the right-hand column, log-in using the email and password you entered when you registered on this website. This will take you to your Coach Dashboard. (If the system does not recognize your password after a couple of attempts and you can't remember it, use the Password Reset option to create a new password).

2. Click "Purchase Assessments" to expand the section and.

   a) Enter "1" for the Quantity.

b) In the “Select an Assessment” tab, click on “Power Style Profile.”

3. Click the “Purchase Assessment(s)” bar and complete the payment process using the PayPal module that will appear.

4. Click “Add Clients.” Enter your client’s name and email address. (This information will be held in strict confidence and will not be used for other purposes).

5. Click “Assign Assessments.”

   a) Click “Power Style Profile.”

   b) Click the name of the client for whom you are purchasing the Accelerator.

6. Click the “Assign Assessments” bar.

7. The “Leadership Agility Assessments” section includes a chart with 4 columns that you can use to track activity for the assessment(s) you’ve purchased.

   - The first column identifies which assessment you’re using (PSP).
   - The second column gives the date when the PSP was purchased.
   - The third column tells you where your client is in the process of completing the PSP: Not Started, Started, or Completed.
   - The fourth column contains a link to assess the Accelerator: Once this column says “View,” you can download your client’s completed PSP report as a PDF.

Purchasing for a Group

Group purchases can be made either by external coach/consultants (who might be using the Accelerator as part of a workshop or management team event) or by internal employees of an organization (for example, managers who want to use it with their management team, or leadership development professionals who want to use it as part of a leadership development program).

If you are purchasing as an external coach/consultant, you can use your already-established registration on the site as a coach. If you are purchasing as a manager or internal LD professional, you need to register on the site as a Group Leader. To do this, you need to log into your Group Leader Dashboard:

https://assessleadershipagility.com/for-groups/

Option 1 for a group purchase

The first option is to pay online using the site’s PayPal module. If you have a PayPal account, you can use that. However, the PayPal module also allows you to pay using a credit card that it not linked to PayPal.

If you must pay by check or electronic transfer and do not have a PayPal account, you will need to use the second option for group purchases.

How to pay using Option 1

Log in to your Group Leader or Coach Dashboard and follow the instructions provided above for individual purchases, **with the following exceptions**:

- Under "Purchase Assessments" enter the number of people in the group.
- Pay for the assessments online in one bulk purchase.
- When you click "Add Clients," manually enter each participant and their email address. (Click the plus-sign to the bottom right of these 3 fields to get additional sets of fields for additional participants).
- Under the "Assign Assessments" header, enter the size of the group. Then click on the name of each person in the group, and finally click on the "Assign Assessment(s)" bar.

Key results of using of this approach:

- Each participant will automatically be registered to use the PSP. Each person will receive an email with a link to the PSP, telling them the name and email address to use to log in. (Same info you used when you registered them).
- A link to each person's completed PSP will appear on your Dashboard, so you won't need to ask them if they have completed or ask for a copy of their report.
- If your group winds up using fewer PSP's than you have purchased, your credits for the left-over Accelerators will remain on the site, and you will be able to use them at any time in the future. Or you can contact us, and we will send you a refund in exchange for those left-over credits.

Option 2 for a group purchase

If you must pay by check or electronic transfer, you will need to use the second option for group purchases. This option involves making a bulk purchase of the PSPs your participants need, via an up-front payment directly to ChangeWise by check or electronic transfer. Participants then each register on the assessment site as if they were independent users. They will each "purchase" an Accelerator using a "100% discount code" that we will provide to you.

You will need to send each participant an email that includes this discount code along with instructions for how to register, assess, and complete the Accelerator. This email should give them the link below and give them the instructions that follow:

https://assessleadershipagility.com/power-style-profile

- On this web page, each participant will need to register individually, using their own chosen password.

- Once registered, they will be able to log in, on the same web page, and follow the directions provided at the beginning of the PSP self-assessment.

Key results of using of this approach:

- You will not be notified on your Group Leader or Coach Dashboard about when each person has completed the PSP, nor will the completed reports be accessible on your Dashboard. If you need these notifications and/or the reports, you will to arrange for participants to send them to you.

- As with the first option, if your group winds up using fewer PSPs than you have purchased, your credits for the left-over PSPs will remain on the site, and you will be able to use them at any time in the future. Or you can contact us, and we will send you a refund in exchange for those left-over credits.