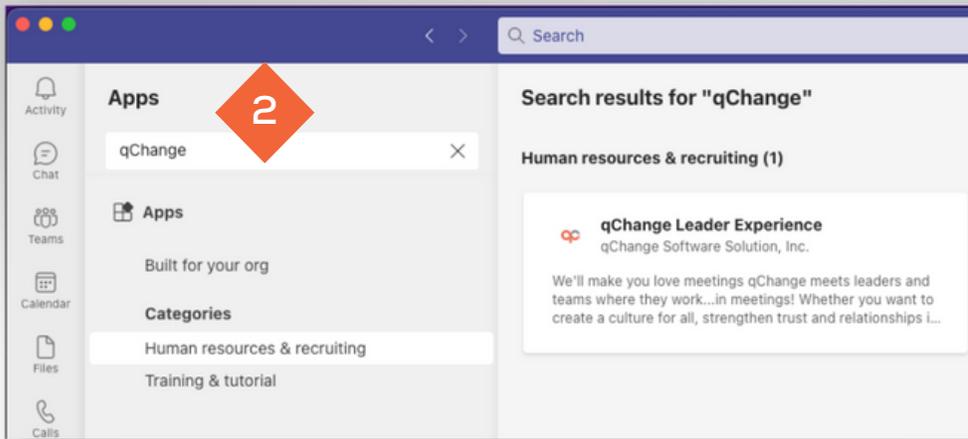
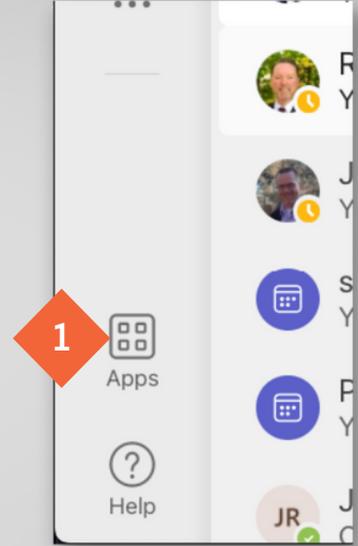


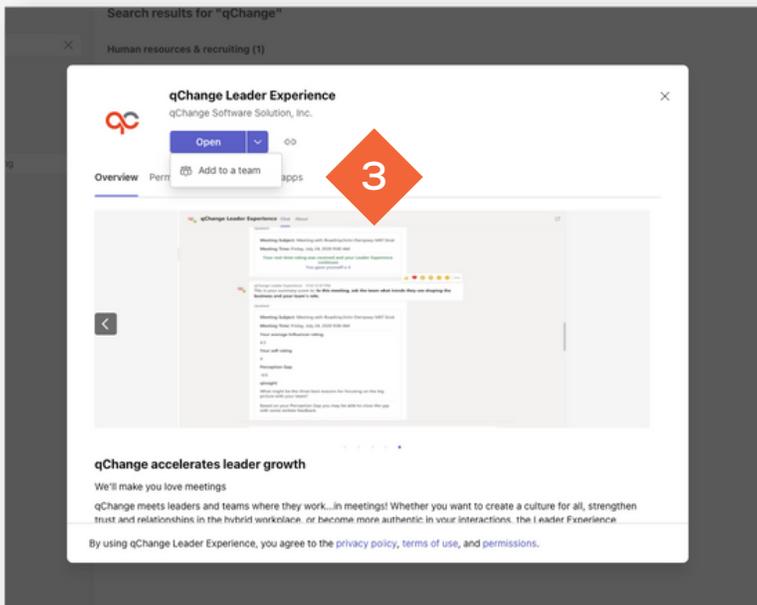
Your Booster User Guide.



1. Click "Apps" at the bottom left of the Teams toolbar



2. Type "qChange" in the search bar & select qChange Leadership Experience



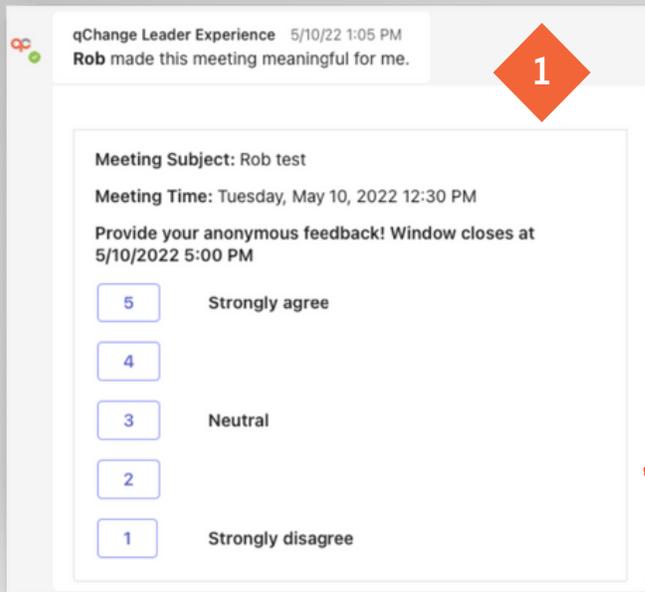
3. Select install.

Do not add the bot to a team. This was made default by Microsoft.

How to Boost your leader

qChange's secret sauce is identifying meetings where specific leadership behaviors are most likely to be seen by a Booster.

It is as simple as 1,2,3,4....



qChange Leader Experience 5/10/22 1:05 PM
Rob made this meeting meaningful for me.

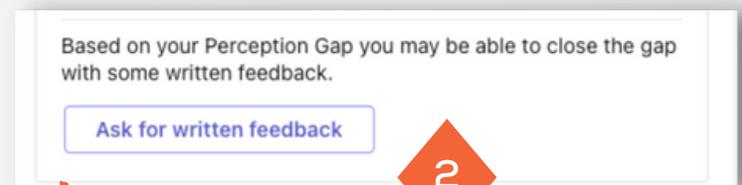
1

Meeting Subject: Rob test
Meeting Time: Tuesday, May 10, 2022 12:30 PM
Provide your anonymous feedback! Window closes at 5/10/2022 5:00 PM

5 Strongly agree
4
3 Neutral
2
1 Strongly disagree

1. After certain meetings, Provide the Leader with your numeric rating (1-5).*

2. When desired, a Leader can also request written feedback.



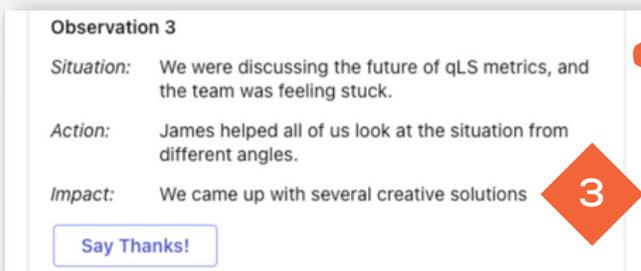
Based on your Perception Gap you may be able to close the gap with some written feedback.

Ask for written feedback

2

3. The written feedback asks three simple questions;

- Describe the **Situation** you see the behavior.
- Describe the **Action(s)** the Leader took.
- Describe the **Impact** the Leader's behavior had on you.



Observation 3

Situation: We were discussing the future of qLS metrics, and the team was feeling stuck.

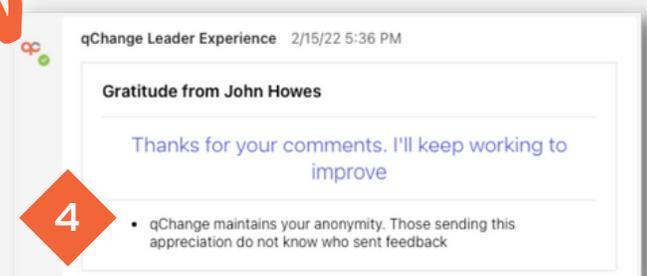
Action: James helped all of us look at the situation from different angles.

Impact: We came up with several creative solutions

Say Thanks!

3

4. When great feedback is delivered your leader will let you know with a simple gratitude statement.



qChange Leader Experience 2/15/22 5:36 PM

Gratitude from John Howes

Thanks for your comments. I'll keep working to improve

4

- qChange maintains your anonymity. Those sending this appreciation do not know who sent feedback

This whole process is completely **anonymous** regardless of the number of individuals in the meeting.

*NOTE: A Booster and leader need to accept a meeting invite to ensure a feedback opportunity is available.

Why the subject line matters!

Impact the individual with whom you are providing feedback. When you are creating a meeting use certain words in the email subject line that helps qChange know what type of meeting you are leading.

All you need to do is type these little words.....

Here are some examples of words you can add to your subject line

Here are different types of meetings.	Individual Leader Scheduled	Individual Manager/Peer/Other Scheduled	Team Leader Scheduled	Team Manager/Peer / Other Scheduled	Progress Check	Problem Solving	Governance	Info Gathering	Planning	Action Review	Decision Making
Keywords to Use	1 on 1		Staff		Status	Help	Monthly	Brainstorm	Plan	Post	Approval
	one on one		Team		Progress	Support	Month	Brainstorming	Planning	After	Approve
	1:1		Board		Check	GYAT	Quarterly	Discover	Plans	PIR	Decide
	2:1		Committee		Update	GOAT	Quarter	Discovery	Strategy	review	Decision
	2 on 1		crew		Scrum	GOST	QBR	Research	Strategize	AAR	Select
	coaching		group		Stand Up	Conflict	Policy meeting	Investigate	Strategise	revisit	Selection
	walking		department		Working Group	Issue	Oversight	Investigation	Strategic Planning	debrief	Vote
	training		division		Sense	Issue Resolution	Steering	Interview	Walk through	reflect	Voting
	catch up		branch			Escalate	Management	Interviews	outline	reflection	Final

This whole process is completely **anonymous** regardless of the number of individuals in the meeting.

A Booster and leader need to accept a meeting invite to ensure a feedback opportunity is available.



Like leadership, our product development is a journey. We always welcome Booster insights that will help us create a more meaningful experience.

**Please email your ideas to
Boosters@qchange.com**

*You are ready to start
boosting your leader!*

