# Your Learn Process

The chart below outlines the recommended process you can follow to ensure you are aligned on goals and tracking towards success.

### **Set SMART Goals**

(Exec Sponsor + TA Manager)

Set goals and communicate those goals to your team

#### **Review Data**

(Exec Sponsor + TA Manager + Dashboard Admin)

Set cadence to review data with your team and identify specific actions for improvement and successes to celebrate

# Identify Need (TA Manager)

Identify any team members in need of coaching and work with the Coach Program Lead to assign a Coach

# Report & Celebrate

(Coach + Coach Program Lead)

Review reports with Coach Program Lead to identify and celebrate successes. CPL to report to leadership

## **Track**

(Coach + Coach Program Lead)

Coach tracks interaction details and coachee progress

## Coaching (Coach)

Coach assesses the need and assigns appropriate courses to the coachees

# Your Team's Responsibilities

The table below provides you with an overview of each role and their main responsibility in the LEARN program.

Role	Responsibility
Executive Sponsor	Ensure accountability and holistic program success
Dashboard Administrator	Manage seats and self-service performance metrics
Talent Acquisition Manager	Drive team engagement and performance
Coach Program Lead	Enable Coach success and program logistics
Coach	Apply Certification best practices in coaching others