

# Coaching App 'Flow'

Coachee User Guide

10 EIGHTY

# Contents

T: 0207 952 8699

# Getting Started

## Dashboard

This is the 10Eighty application dashboard. This page allows users to edit their profile, schedule meetings, set their availability and join pre-booked meetings.

The dashboard also displays events, connections, courses, resources and meetings, all accessible on one page.

It also includes goals, which users can set after their meetings with their coach.

The screenshot shows the 10Eighty application dashboard for user Daniel Cook. The interface features a dark purple sidebar on the left with navigation options: Dashboard, Connections, Groups, Coaches, Admin, Courses, Events, Resources, Discussions, and Get The App. The main content area is white and displays a notification at the top: "Hey Daniel Cook, your profile is 63% complete." with a "Complete it now" button. Below this, there are four main sections: Profile (63% Complete), Schedule Meetings (Upcoming 0 Meeting), Meetings Availability (Wed 12:00 AM-05:00 PM, London), and Join Meeting. The bottom section contains four summary cards: Events (0), Connections (1), Courses (1), and Meetings (0). Below these are three detailed sections: Connections (1) showing Michael Moran as a coach, Upcoming Meetings (0) with a message "There are no upcoming meetings available at the moment.", and Goals (0) with a "Set a new Goal" button and a "Relationship" dropdown menu. A "Need Assistance? Please send us a message." link is visible in the bottom right corner.

# How to Update your Profile

## Profile Information

Here you can add your own information, such as a profile photo, your email, phone number, location, gender and time zone. Further to this, you can edit your employment history, so that coaches can see your work experience.

The summary allows users to provide a brief background of their experiences for coaches to see. Furthermore, the anticipated job search allows coachees to assist their coaches in what they would like to improve upon. The CV upload is used to provide a quick access function for coaches to access and analyse a clients CV.

The image shows a user profile update interface with two tabs: 'Basic Information' (active) and 'Employment'. The 'Basic Information' tab contains the following fields:

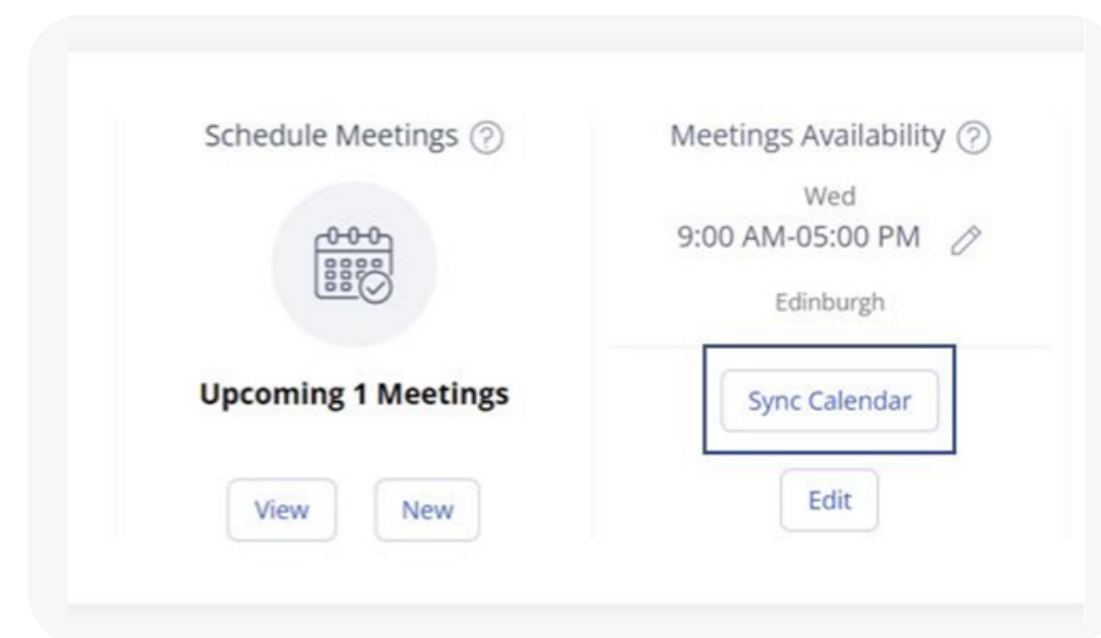
- Profile Picture: Choose File
- First Name: Daniel
- Last Name: Cook
- Gender: Male
- \*Meeting Formats: Video-conferencing
- \*Email: daniel.cook@10eighty.co.uk
- Phone Number: Enter Text
- Alternative Email: daniel.cook@10eighty.co.uk
- Mobile Phone: Enter Text
- Pronouns: Enter Text
- Country: United Kingdom
- Phone Number: Enter Text
- State/Province: England
- City: Enter Text
- \* Time Zone: (GMT+00:00) London
- Coaching Role: Coachee
- Maximum number of Coachees at the same time: 0
- Maximum number of Coaches at the same time: 1
- Summary: Provide a brief description of who you are and your experiences.
- Anticipated Job Search: List the areas that you would like support from a Coach in.
- Anticipated Job Search Overview: Enter Text
- CV Upload: Choose File
- Meeting locations: Enter cities and/or local regions where you can have in-person meetings.
- + Add another location
- Appear in search results

The 'Employment' tab is currently empty.

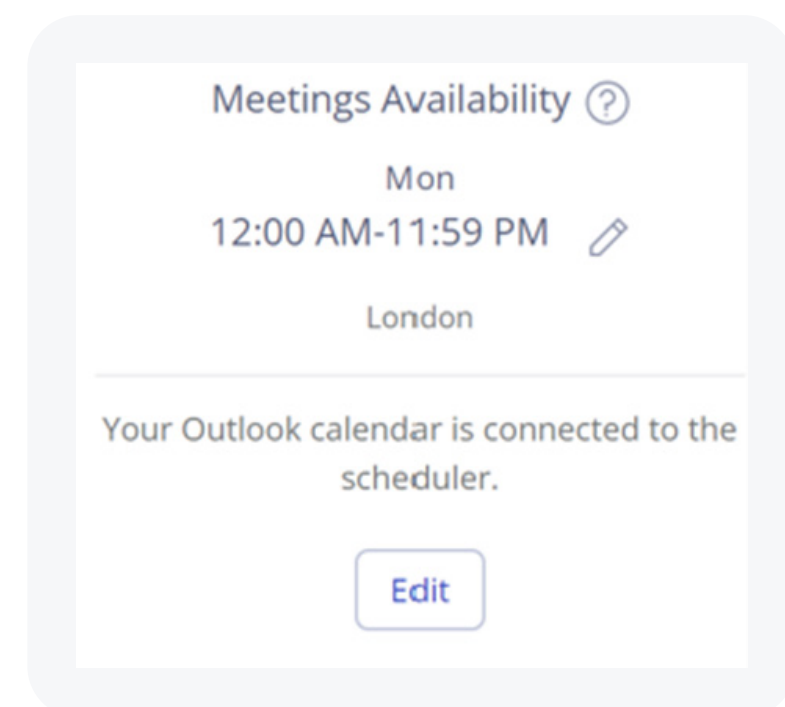
# How to Set your Meeting Availability

## Sync your calendar

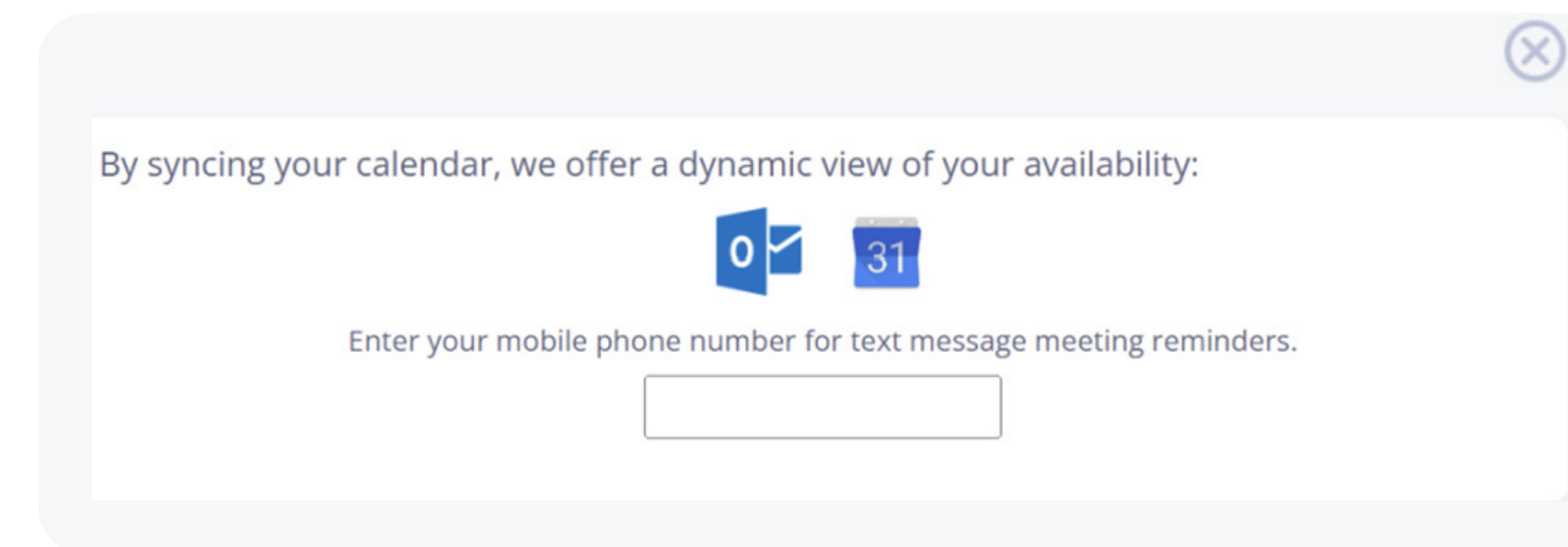
The sync calendar function allows users to sync their Outlook or Gmail calendar to the app.



Once your calendar has synced successfully, it will appear under the meetings availability tab.

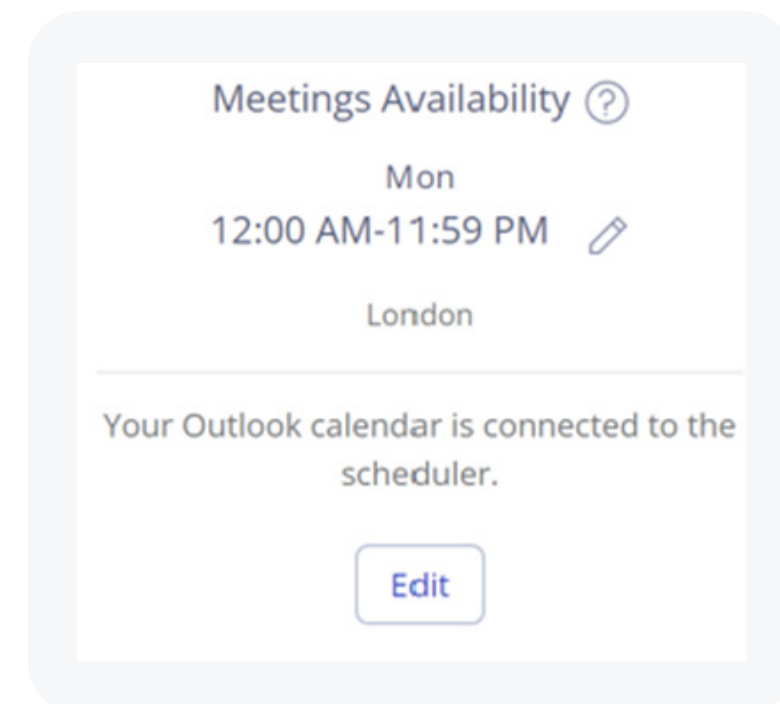


If you are already signed in on an Outlook or Gmail account and want to sync a different calendar, open an incognito/private browser. You will be asked to sign into the account when you click on the Outlook or Gmail icon.



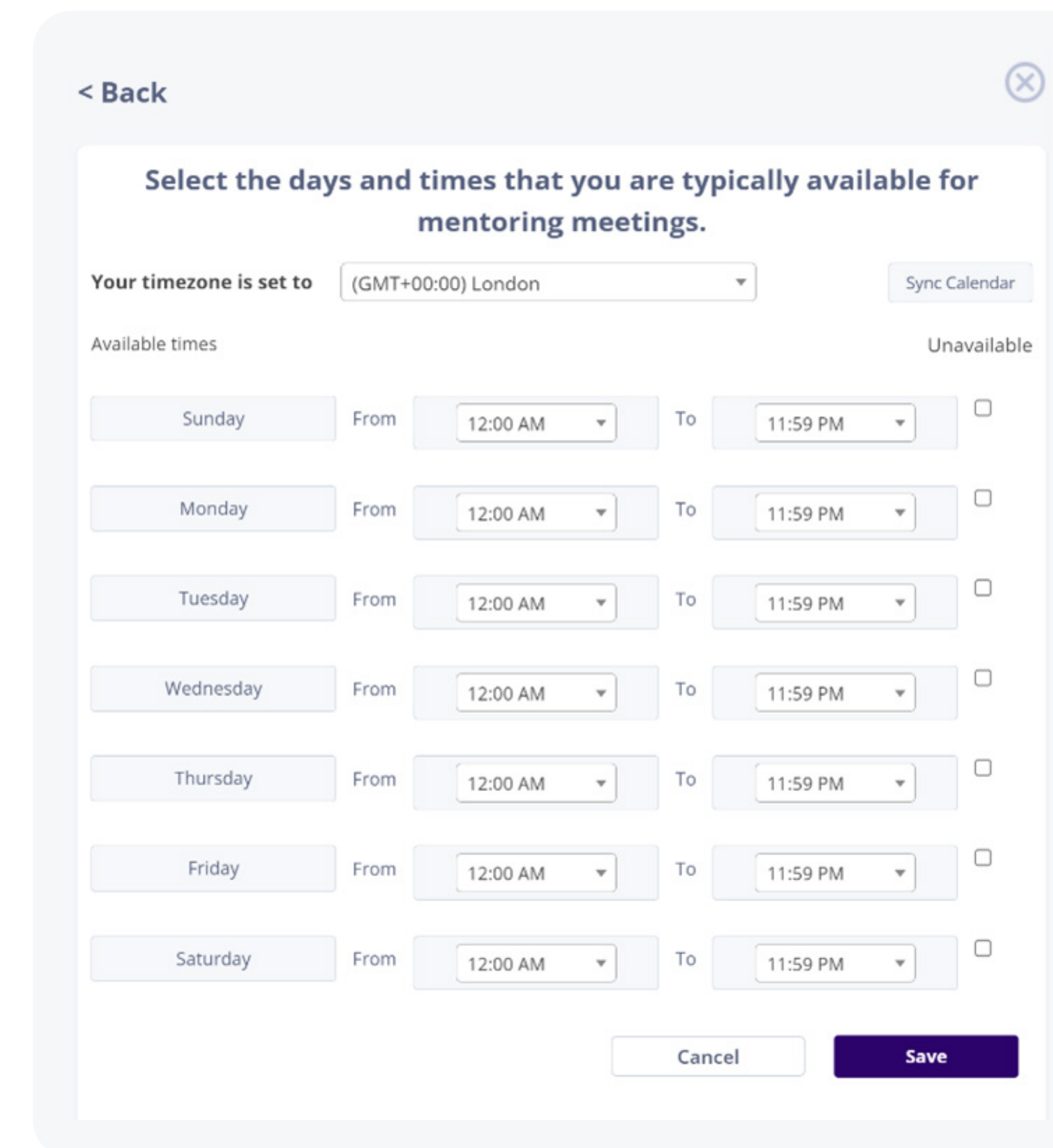
## 2. Input availability/working hours

On the dashboard, you will see a pen marker, allowing you to edit your availability.



This will take you to the calendar, where you can input your weekly availability. For example, if you are unavailable on Saturday, you can click unavailable. Additionally, if you are only available between 1pm-5pm on Monday, then you can add that. Also ensure you put your correct time zone.

Completing this stage is important when booking meetings on the app.

A screenshot of a dialog box titled 'Select the days and times that you are typically available for mentoring meetings.' The dialog has a '< Back' button and a close button. It shows 'Your timezone is set to (GMT+00:00) London' and a 'Sync Calendar' button. Below, there are two columns: 'Available times' and 'Unavailable'. The 'Available times' column has rows for each day of the week (Sunday to Saturday) with 'From' and 'To' time pickers. The 'Unavailable' column has a checkbox for each day. At the bottom, there are 'Cancel' and 'Save' buttons.

# How to Book Meetings

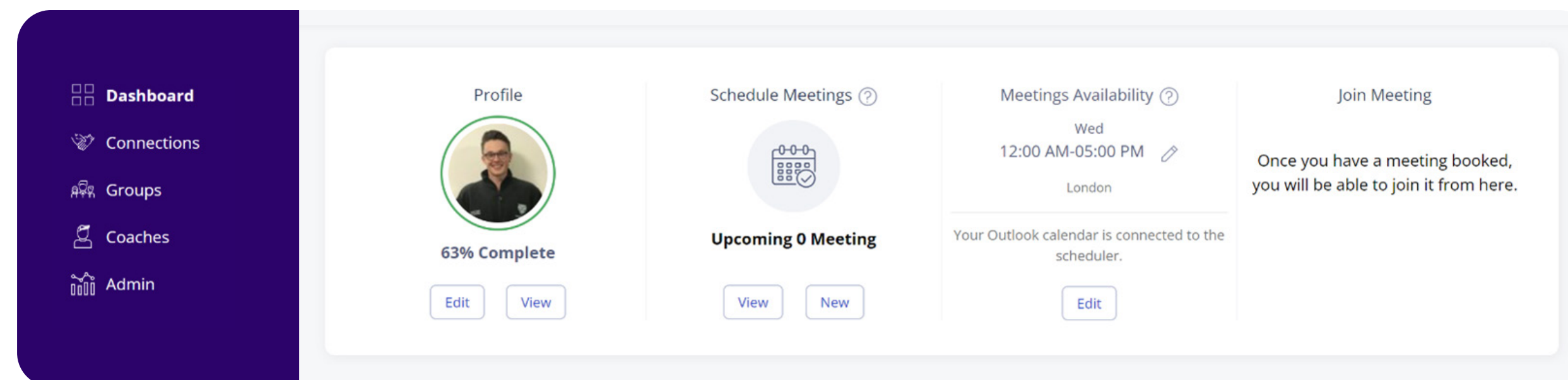
There are two main ways to book a meeting on the coaching platform. You can book a meeting through the dashboard and on the coaching page.

Even though you can only sync a Gmail or Outlook calendar, you can add meetings to various calendars such as Yahoo and iCal. Adding a meeting to your calendar will be discussed at the end.

Note: Please check with your coach before you book a meeting through their calendar. Some coaches may not have synced their calendar to the platform.

## 1. Dashboard

On the dashboard click 'New'



Creating a new meeting will pull up this window. You can change the duration, pick your coach and pick the meeting type (video, phone or in-person).

Furthermore, the platform will only show the times you and your coach/coachee are available. For example, in the photo below I can see that Michael has two morning and eight afternoon slots.

**Schedule Meeting**

Duration: 30 minutes

Coach/Coachee: Michael Moran (Coach)

Meeting Type: Video Conferencing

Location: <https://coaching.10eighty.co.uk/en/organizations/1426/groups/41265/call/?type=Conversation> Copy

Date: May 2023

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

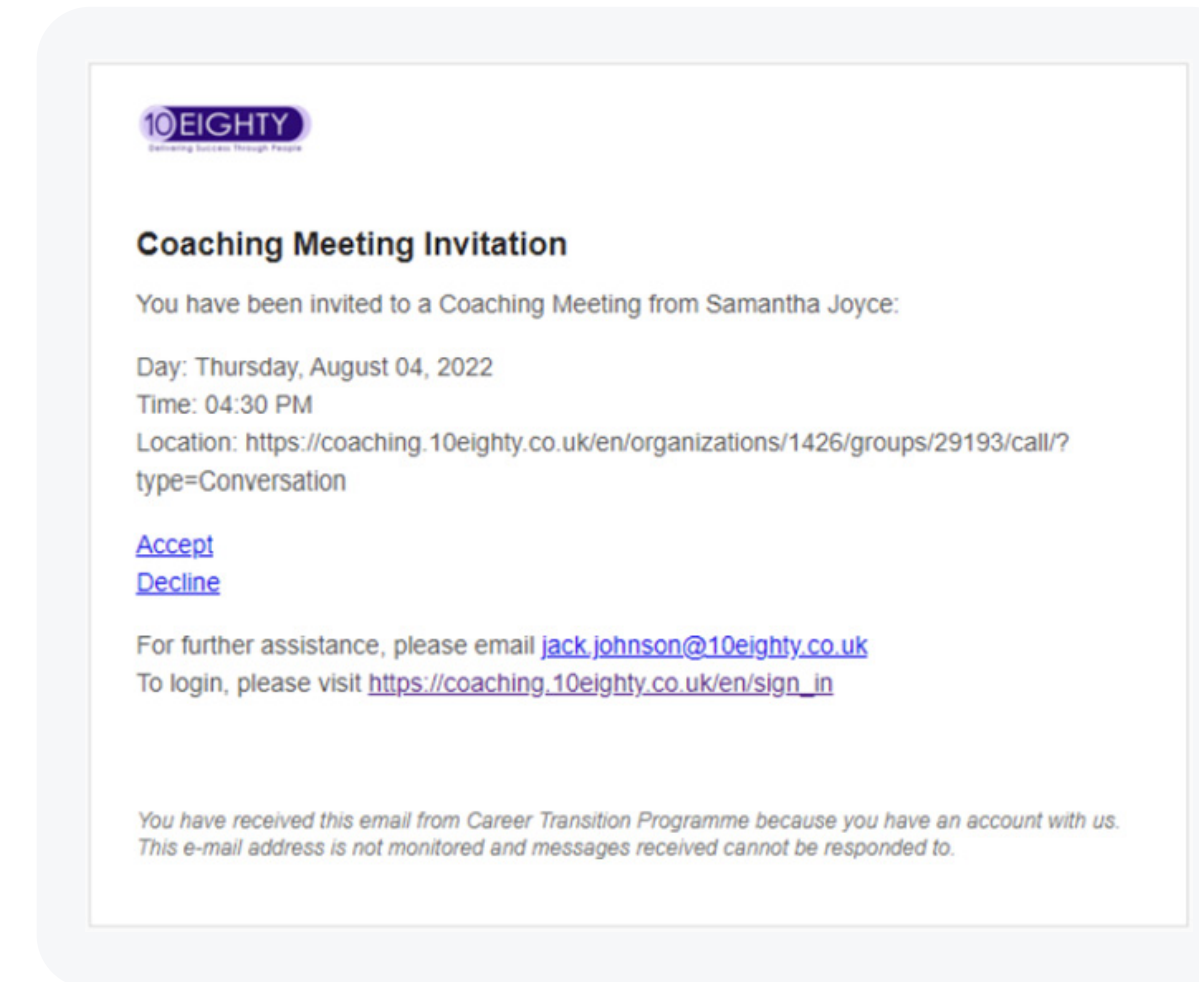
Time Slot: Please select a date

2 Morning Slots: 11:00AM, 11:30AM

8 Afternoon Slots

12 Evening Slots

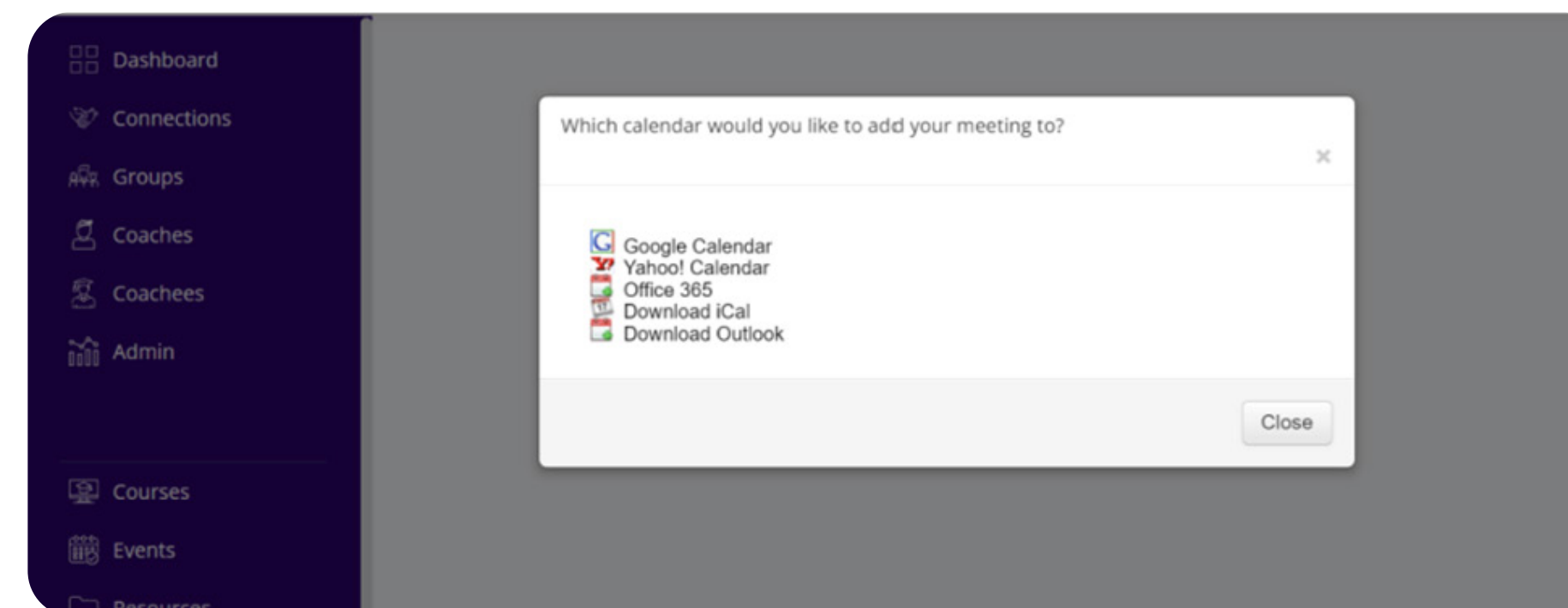
Cancel Send Request



The coach or coachee can then either accept or decline the invitation. If you click accept on the email, you will be redirected to the following page.

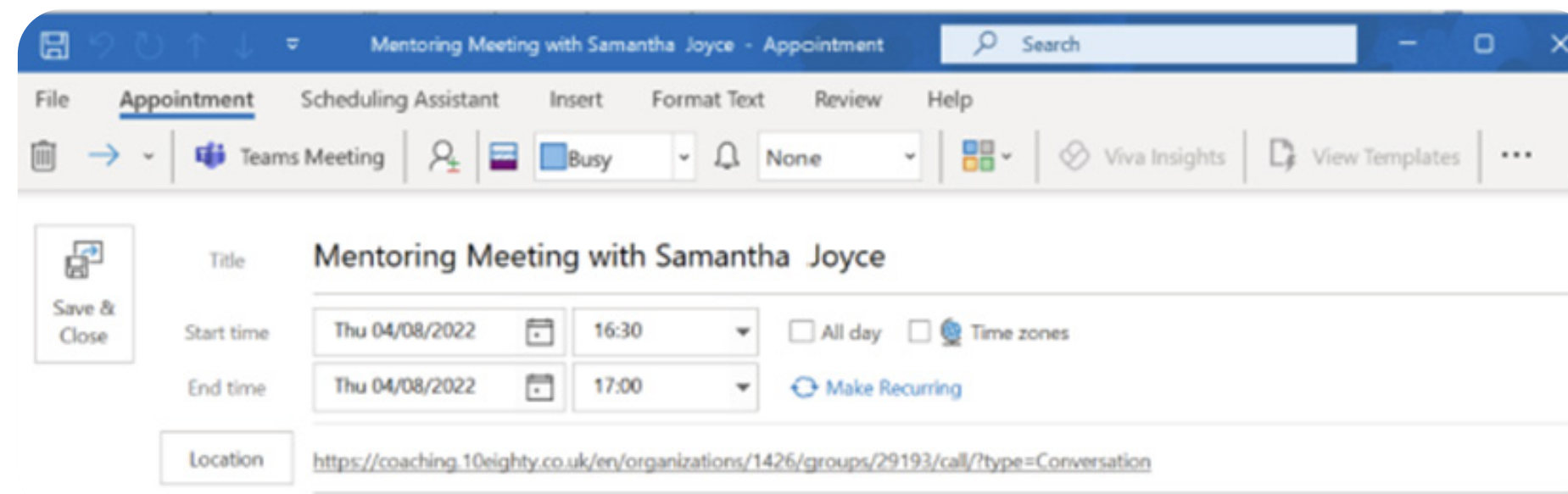
It is important to note that the location link can be changed. If the meeting is happening on Zoom, Teams or even face-to-face then you can enter those details into the location box.

Once you have sent the meeting invite, the coach will be notified via email, please see below:



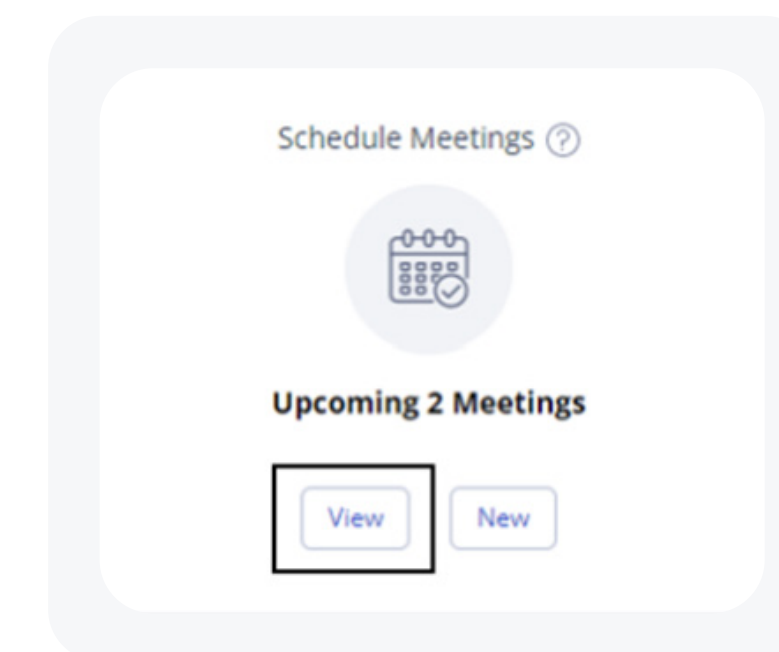
You will now be able to add the meeting invite to the following calendars: Google, Yahoo!, Office 365, iCal and Outlook.

Once you have clicked on your preferred calendar, then the selected calendar meeting template will open. This will say “Mentoring Meeting”, please change to “Coaching Meeting”. Check the date and time and click “Save and Close”.



Alternatively you can accept the meeting invite on the coaching platform.

On the dashboard, please click on ‘View’.



You will then be able to view your upcoming meetings and either accept, decline or reschedule.

The screenshot shows a sidebar menu on the left with options: Dashboard, Connections, Groups, Coaches, Coachees, Admin, and Courses. The main content area is titled 'Scheduled Meetings' and has two tabs: 'Upcoming Meetings' (selected) and 'Past Meetings'. Below the tabs, there is a meeting card with the following details:

- Date & Time:** August 4, 2022 4:30PM
- Coach/Coachee:** Samantha Joyce (Coach)
- Location:** <https://coaching.10eighty.co.uk/en/organizations/1426/groups/29193/call?type=Conversation>

At the bottom right of the meeting card, there are three buttons: 'Accept', 'Decline', and 'Reschedule'.

Once you click accept, you will be requested to add it to your calendar. If you click decline, the meeting will be removed. Alternatively, if you click reschedule, you will be requested to suggest another date from the calendar below.

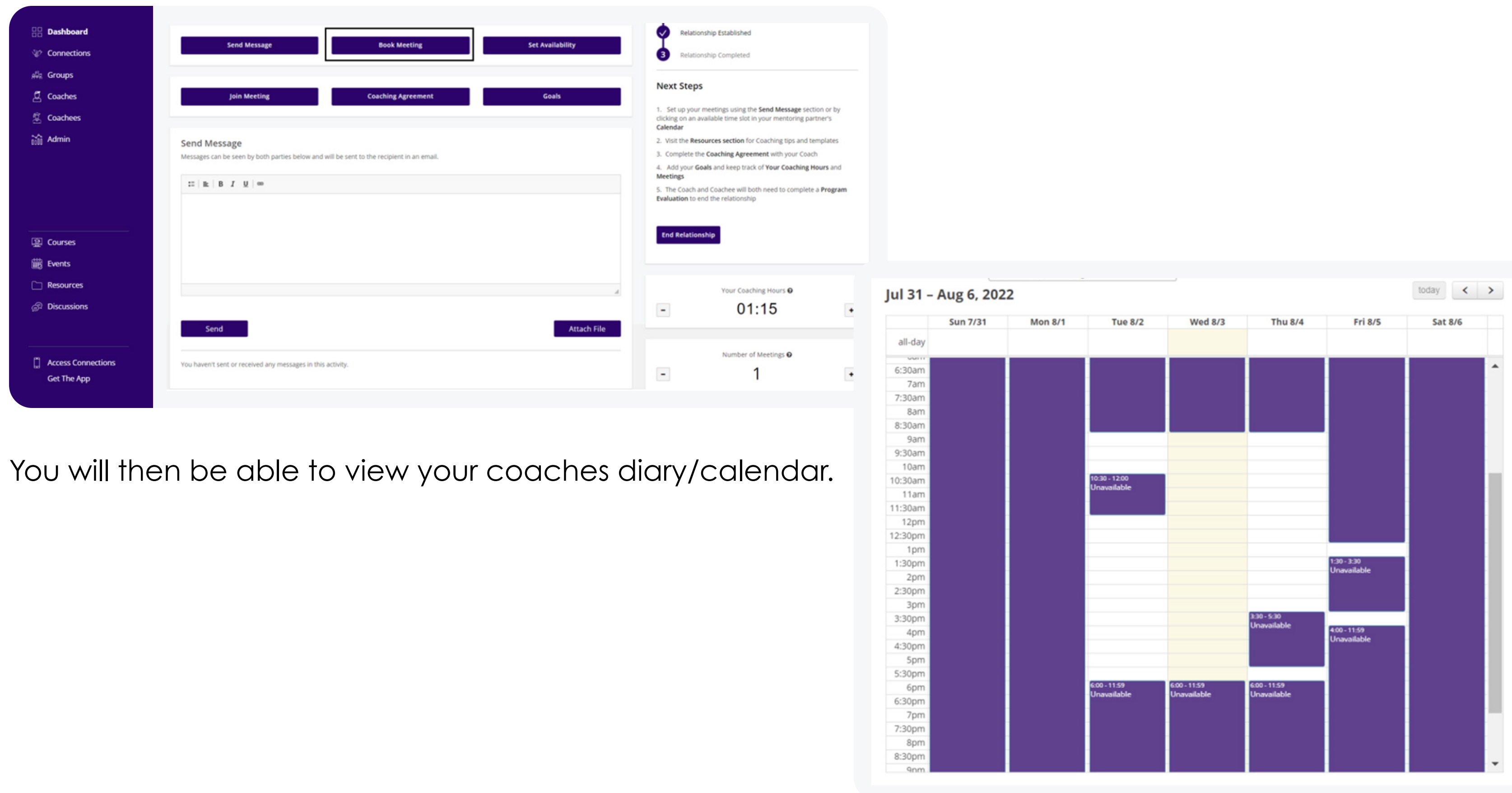
The screenshot shows the same sidebar menu as the previous image. The main content area is titled 'Reschedule Meeting'. It features a calendar for August 2022. The calendar grid shows days from Monday to Sunday. The 3rd of August is highlighted in yellow, indicating the current date. Below the calendar, there are several time slots in buttons: 11:00AM, 11:30AM, 12:00PM, 12:30PM, 1:00PM, and 1:30PM. At the bottom right, there are 'Cancel' and 'Submit' buttons.

# Viewing the Calendar

You cannot view your own personal calendar on the app currently. However, you can view your coaches calendar on each mentoring page

## 1. Viewing your coaches calendar

First click on 'Book Meeting' within the connections tab on the dashboard.



The screenshot displays the app's dashboard with a sidebar menu on the left containing options like Dashboard, Connections, Groups, Coaches, Coachees, Admin, Courses, Events, Resources, Discussions, Access Connections, and Get The App. The main content area features a 'Send Message' section with a text input field and a 'Send' button. To the right, there are buttons for 'Send Message', 'Book Meeting' (highlighted with a red box), and 'Set Availability'. Below these are buttons for 'Join Meeting', 'Coaching Agreement', and 'Goals'. A 'Next Steps' section lists five steps for setting up a coaching relationship, with an 'End Relationship' button at the bottom. At the bottom of the dashboard, there are two summary cards: 'Your Coaching Hours' showing '01:15' and 'Number of Meetings' showing '1'. On the right side of the dashboard, a calendar view for 'Jul 31 - Aug 6, 2022' is shown. The calendar has columns for Sun 7/31, Mon 8/1, Tue 8/2, Wed 8/3, Thu 8/4, Fri 8/5, and Sat 8/6. The time slots range from 6:30am to 9pm. Availability is indicated by purple blocks, and unavailable times are marked with 'Unavailable' text. For example, on Tue 8/2, there is an unavailable block from 10:30am to 12:00pm. On Thu 8/4, there is an unavailable block from 3:30pm to 5:30pm. On Fri 8/5, there is an unavailable block from 1:30pm to 3:30pm. On Sat 8/6, there is an unavailable block from 4:00pm to 11:59pm. The calendar also shows 'all-day' events for Sun 7/31 and Mon 8/1.

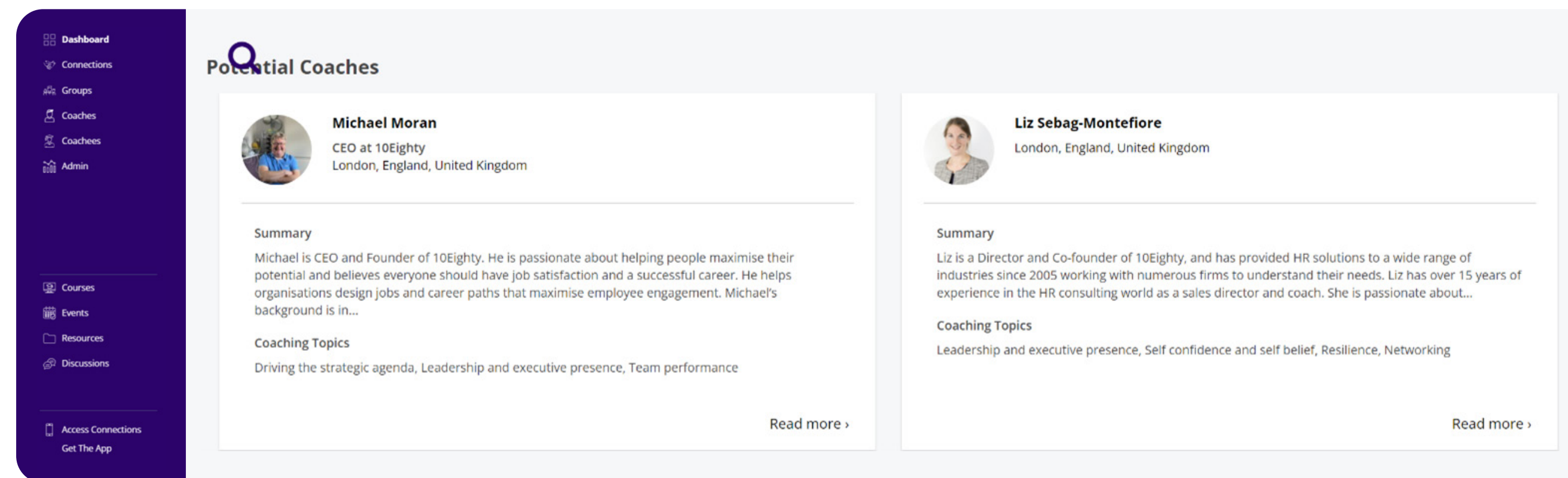
You will then be able to view your coaches diary/calendar.

# Picking your Coach

The matchmaking process at 10Eighty is completed in house by our team experts. However, the option to choose your coach by the app if you wish to browse, can be completed by following these steps.


## 1. How to pick your coach

This process will follow going onto the coaches page on your dashboard.



You will then be greeted with the fantastic coaches we offer here at 10Eighty. You can individually click on each potential coach to read their summary and get a feel for whether they will suit your coaching needs.

You can view the coaches summary, their coaching styles and their coaching style overview.



**Michael Moran**  
10Eighty  
London, England, United Kingdom

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**Summary**

Michael is CEO and Founder of 10Eighty. He is passionate about helping people maximise their potential and believes everyone should have job satisfaction and a successful career. He helps organisations design jobs and career paths that maximise employee engagement.

Michael's background is in Human Resources, having worked in the NHS and Financial Services sector. He has successfully run HR consultancies specialising in career management for the last 20 years.

As an avid reader/commentator on the world of work and sport, he regularly draws parallels between the two. Michael's favourite scribe is Matthew Syed, Times sports correspondent and author of 'Bounce'. Michael's favourite podcast is the future of work by Jacob Morgan.

You could describe Michael as a budding author with "The Guide to Everlasting Employability" already under his belt, and technophile who's created 2 career management apps to help people manage their careers. He's a season ticket holder of Derby County which helps build his resilience given their inconsistent performances and he's a proud father of Hannah, 10Eighty's Business Development Exec, and Tom who's currently on active service with the Army in Calgary chasing tanks.

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**Coaching style**

Challenging, Results focused, Solution focused, Strengths based approach, Thought provoking

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**Coaching style overview**

Michael's approach to coaching is from a business perspective. It is about understanding the business environment in which the coachee operates. You need to identify the critical success factors and implement coaching strategies in a pragmatic and business focussed way. Michael works from a strengths-based perspective taking what you do well and doing more of it. It is essential to understand those behaviours you need to develop in order to be successful and thereafter building teams that can enhance your performance. As part of a coaching programme, Michael will address the career management needs, understanding where he/she is trying to get to and the knowledge, skills and expertise he/she will require to achieve that career objective.

Once you have found your ideal coach, you can send an invitation to begin your coaching relationship. These initial sessions are designed to establish your needs, what you are looking for within your coaching sessions and how your new coach will benefit you.

Once you are ready to send the invitation, it will look something like this.

**Invite Michael Moran to an initial Coaching meeting**

Add a message to let the Coach know why you would like to establish a relationship with them. Your invitation will look like the following:

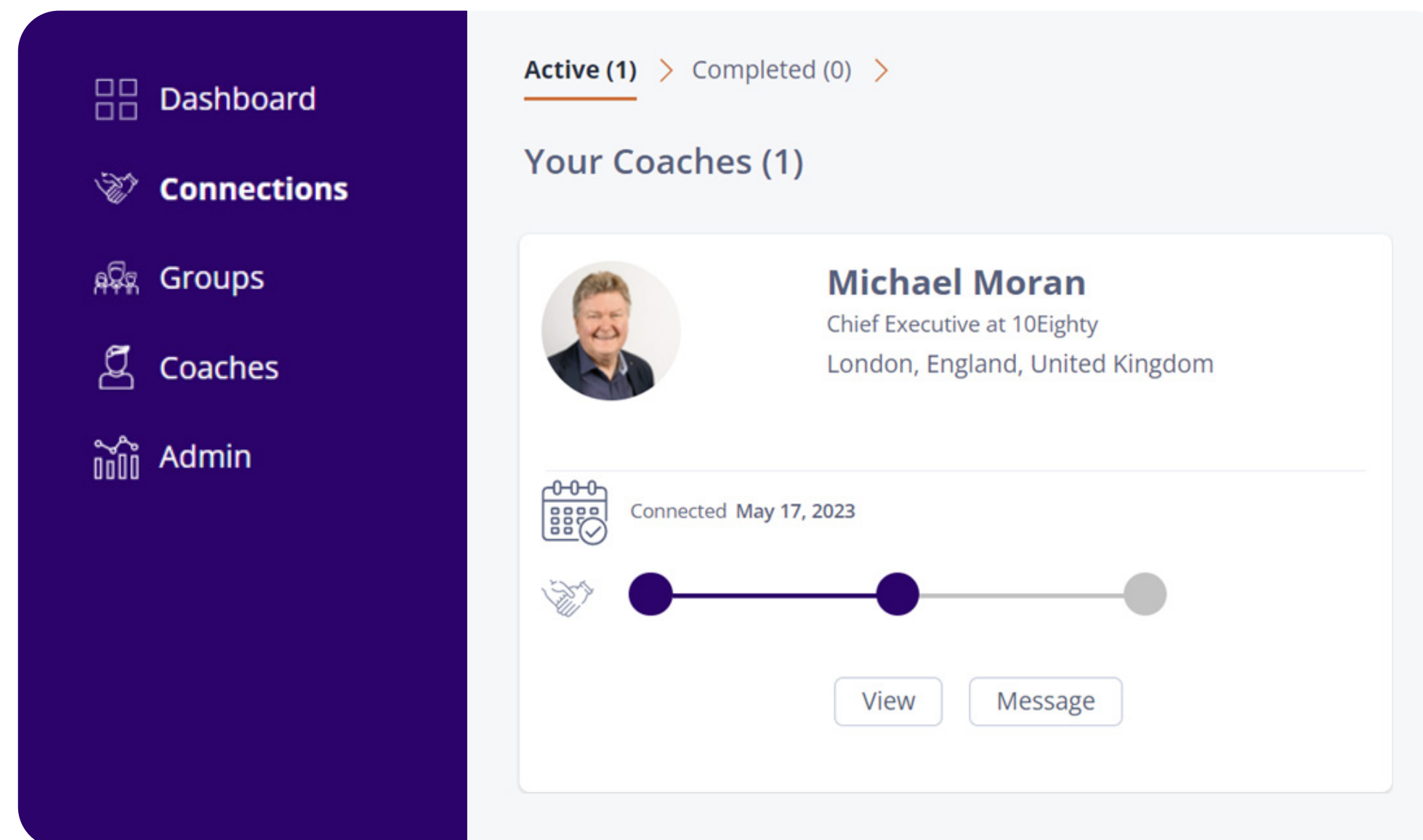
Hello Michael,

You have some great experiences; I'm looking forward to the possibilities of having an initial coaching conversation with you.

Sincerely,  
Daniel Cook

[Send Invitation](#)

Then you can establish your first coach connection, which will show up in your connections tab. From there you can view your coaches profile and message them directly.



From this point onwards, your coaching journey will begin.

If you'd like to chat to one of our friendly team about how we can support you, please feel free to **contact us.**