

Hello Growth365 Team,

Welcome! I am excited to be the Growth365 Manager. I hope these instructions will help you navigate through the Growth365 webpages, prepare for your first Coaching Session and gain access to your Team page. It's easier than it looks.

Growth365 Manager:

- Assigns and Schedules your Coach and creates the Peer Coaching Assignments,
- Sends out your unique Team Code, and ZOOM links/reminders via email.

Team Point Person: If you signed up at the workshop, your time slot has been reserved and no further action is needed.

- *If a change is needed or a new group is beginning*, please designate a *team point person* who will communicate with Stacey via email:
- In the email confirm two 90 minute time slots that works for the team.
- include desired times, including Time Zone, along with Team Workshop *month, year and team color*. (GrowthSkills will provide Stacey the names, email address and phone numbers for your team).

Your Coach: Our Coaches are committed to your growth

- Your Growth365 Coach has been hand-picked by GrowthSkills, completed an interview and determined to be a good fit for this program.
- Your Coach will be your guide through this experience.

Be Prepared: Before your first session, visit the Growth365 Main page [Growth365](#)

- Watch the ZOOM tutorial.
- Insure your computer has a good wi-fi/internet connection and the necessary speed to participate in the video component.
- You can participate via phone, however, we recommend phone participation *ONLY* on the rare occasion that you can't be in front of your computer.

Goals or Struggles:

- For the first session, have ready 1 – 2 issues/goals you would like to work on. Being prepared with this information in hand will make the session productive.
- You may wish to refer to your Action Plan from the workshop for ideas.

ZOOM Sessions:

- You will receive your ZOOM link approximately 4-6 days prior to your scheduled coaching session.
- A ZOOM reminder will be sent 1-3 days prior to the ZOOM Session. (Keep this link in a Folder on your computer for easy access.)
- We ask every participant to make it a priority to be on ZOOM at your assigned time,
- If you must miss, there is an option to record ZOOM sessions; please discuss this option *in advance* with your coach. All members must agree to any recordings.

Payment: If you PAID at the workshop, disregard. If not, read on: *We use PayPal to process Growth365 payments for recurring billing.* If you don't have a PayPal account, you will need to set up a PayPal account (you can still use your credit card).

- Use this link to set up your PayPal account [PayPal](#)
- Record your PayPal password. You will need this information again.
- Use this link [Growth365 Join](#) to pay and begin your membership.
- Payment must be received to receive your *Unique Access Code* for your Team Page.

Membership Commitment: Please be aware that you are agreeing to a minimum 6-month commitment to Growth365. **You will be charged monthly until you request cancellation after your 6-month commitment expires, if you desire to discontinue.**

Acknowledgment: If you have not done so, please read and agree to the ***Purpose of the Growth365 Program*** found on the payment page. This box must be checked to proceed with your payment. If you paid at the workshop you have already done this.

Access Your Unique Team Page:

- From this [Growth365](#) page select the Growth365 menu option, hover over it.
- From the drop down, locate your year, month and color, select Your Team.
- You will be redirected to your Team page, Enter the *unique access code* you received in an email to enter your Password Protected Team Page.
- Your contact information is secure and can only be viewed by the Growth365Manager, your assigned Coach and your team members.

Peer Coaching:

- Team members are assigned a partner for the weeks between ZOOM sessions.
- **Member assignments change after each Zoom Session.**
- **Odd number groups of 7 or 5 members: One person is rotated out, no assigned partner until following month.**
- **Members rotated out may reach out on their own and request time with any member.**
- Contact your partner and schedule 30 minutes to discuss progress or struggles where you need encouragement and feedback to keep moving toward your goal. 15 min per person.

I am committed to helping you get the most out of this experience. Feel free to email with your questions, if they are not answered here.

Many Blessings,

Stacey Lujan

Growth365 Manager

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[GrowthSkills Foundation](#)

