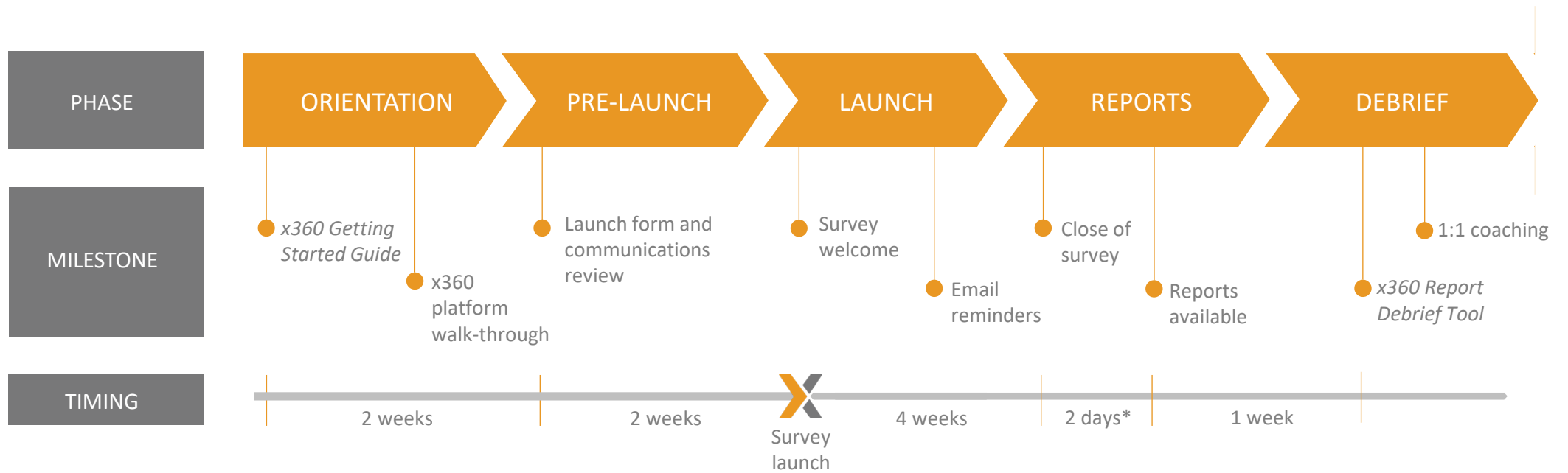




Typical x360 Program Duration (8-10 weeks)



* Two full business days (i.e., a 48-hour period exclusive of weekends and holidays).



x360 ACTION ITEMS



| PHASE | ORIENTATION | PRE-LAUNCH | LAUNCH | REPORTS | DEBRIEF |
|------------------|--|---|---|--|--|
| TIMING | Recommended 2-4 weeks prior to launch | <u>Required</u> 1-2 weeks prior to launch | Recommended 4 weeks in duration | <u>Required</u> 2 full business days* | Recommended within 1-2 weeks of receipt of x360 reports |
| YOUR TO DO LIST | <ul style="list-style-type: none"> <input type="checkbox"/> Establish milestone dates with xLEAD contact <input type="checkbox"/> Review the <i>x360 Getting Started Guide</i> <input type="checkbox"/> Perform the x360 survey platform walk-through <input type="checkbox"/> Designate an x360-certified coach | <ul style="list-style-type: none"> <input type="checkbox"/> Complete <i>x360 Survey Launch Form</i> <input type="checkbox"/> Revise communications, as needed <input type="checkbox"/> Option: Update Participant list | <ul style="list-style-type: none"> <input type="checkbox"/> Monitor Participant x360 survey completion <input type="checkbox"/> Monitor Participant nomination of Observers <input type="checkbox"/> Option: Modify Participant list | <ul style="list-style-type: none"> <input type="checkbox"/> Download reports via the x360 online platform | <ul style="list-style-type: none"> <input type="checkbox"/> Distribute x360 reports to Participants <input type="checkbox"/> Assign certified coach to debrief Participants using the <i>x360 Report Debrief Tool</i> <input type="checkbox"/> Option: Schedule follow-up coaching sessions with Participants |
| xLEAD TO DO LIST | | <ul style="list-style-type: none"> <input type="checkbox"/> Send login details and instructions | <ul style="list-style-type: none"> <input type="checkbox"/> Send welcome email <input type="checkbox"/> Send reminder emails to Participants and Observers from x360 online platform | <ul style="list-style-type: none"> <input type="checkbox"/> Close survey on date specified in <i>x360 Survey Launch Form</i> <input type="checkbox"/> Prepare x360 reports | |

* Two full business days (i.e., a 48-hour period exclusive of weekends and holidays).



Administrator

The customer-designated, primary point of contact for the x360 survey program. Coordinates all x360 survey program activities and customer responsibilities: establishing milestones, managing Participants, reviewing/editing communication templates, and liaising with coaches once reports are generated.



Coach

The x360 coach designated by the customer or by xLEAD, based on customer preference. Debriefs the x360 reports with the Participants.



xLEAD

The provider of the x360 survey and the primary point of contact responsible for the overall x360 relationship with the customer. Works directly with Administrator to initiate the engagement, identify a certified coach or deliver coach certification (as necessary), answer questions, and monitor the launch and completion of the survey within the allotted timeframe.



LearningBridge

The xLEAD technology and administration partner. Maintains the x360 survey technical environment and platform for each cohort, managing the dates, communications, and participants provided by the Administrator. Generates the x360 survey reports once the survey is closed.