



Welcome to your New ITW Residential Culture and Wellbeing Resource Centre

Within your resource centre you will find:

- 1. ITW Resi staff induction culture and wellbeing program.
- 2. 2018 culture and wellbeing program overview.
- 3. Psychological safety training information.
- 4. R U OK? And Asking for Help.
- 5. Stress, Stress Management and Balance.
- 6. Managing Personal Change.
- 7. Mental Health First Aid Kit and Resources.
- 8. Management group 2019 plan: Positive leadership & the Third Space.

Use this guide to make accessing and using the new centre quick and easy.

1. You will receive an email from no-reply@coachingcloud.com

If you have not received an email please check your spam/junk folders before reaching out to us at <u>hello@blueberryinstitute.com</u>.

Click on the 'click here' button in the email.
 Or copy and paste the link provided into your web browser.





Thu 21/02/2019 12:30 PM CoachingCloud support <no-reply@coachingcloud.com> You have an invitation</no-reply@coachingcloud.com>	^
Blueberry Institute	
Hello Tashie, You have been invited to join Blueberry Intervie. To accept and create your account click on the tak below: click here	
If you have trouble with the link, please copy and paste this link to your browser: <u>https://www.coachingcloud.com/about/Tncu1u69txO2#join-page</u>	
Very best wishes, the Blueberry Institute team.	
Blueberry Institute ~ <u>www.blueberryinstitute.com</u> ~ 1300 110 801	•

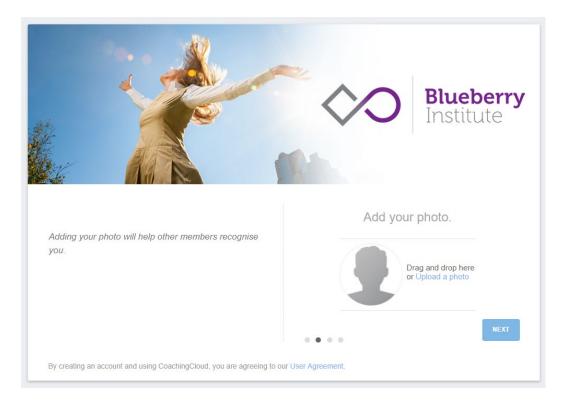
- 3. The link will take you to a page to create your new account.
- 4. Check your first and last name are correct and edit if needed, before clicking 'next'.

		Blueberry Institute
Welcome to Blueberry Institute, just a few more steps to complete your registration.		Create a new account.
Natasha Pulman		Tashie
Manada a Oran bian Oland anamba 2	OR	Pulman
Already a CoachingCloud member? Sign in to join Blueberry Institute		*
SIGN IN	•	NEXT
By creating an account and using CoachingCloud, you are agree	ing to our User A	greement.

5. You can also upload a photo for your profile.







6. Select your country and time zone from the drop downs. This is to help us with scheduling, meetings, coaching sessions and reminders.

	Blueberry Institute
When you set your current timezone we will do all the work to make sure meetings between other members happen on time and reminders are sent when you need them. According to your timezone the current time is 12:32:36 (GMT+11 Fastern Standard Time	Your timezone. Country Australia Timezone GMT+11 Eastern Standar
12:32:36 (GMT+11 Eastern Standard Time By creating an account and using CoachingCloud, you are agreeing to our	NEXT



7. Choose and set a password by entering it into the text boxes.

	Blueberry Institute
	Create a password.
We are big on security here, creating a strong password means you can access Blueberry Institute	Password
safely from anywhere	Confirm password
Your password should be more than 6 characters and contain letters and numbers.	
	0 0 0 0
By creating an account and using CoachingCloud, you are agreeing to our U	Jser Agreement.

Now you're in!

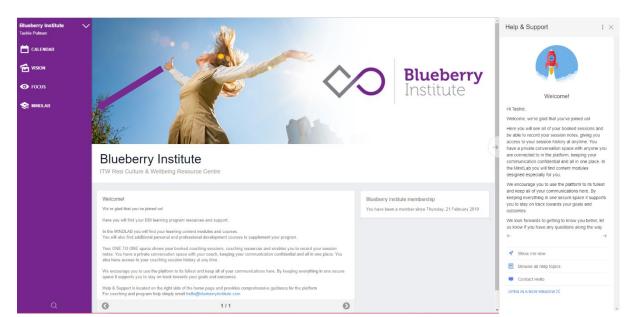
On the Home page you will see your account options on the left, and the help and support quide on the right.

Blueberry Institute Tashie Pulman	×	1		Help & Support : ×
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	sta.		Blueberry Institute	Welcomet
		N .		HI Tashie,
	ALL ALL			Welcome, we're glad that you've joined usl Here you will see all of your booked sessions and
				 be able to record your session notes, giving you access to your session history at anytime. You have a private conversation space with anyone you
	Blueberry Institute			are connected to in the platform, keeping your communication confidential and all in one place. In
	ITW Resi Culture & Wellbeing Resource C	entre		the MindLab you will find content modules designed especially for you.
				We encourage you to use the platform to its fullest and keep all of your communications here. By
	Welcome!		Blueberry Institute membership	keeping everything in one secure space it supports
	We're glad that you've joined us!		You have been a member since Thursday, 21 February 2019	you to stay on track towards your goals and outcomes.
	Here you will find your BBI learning program resources a	nd support.		We look forwards to getting to know you better, let us know if you have any guestions along the way
	In the MINDLAB you will find your learning content modu You will also find additional personal and professional de			← →
		sessions, coaching resources and enables you to record your sessi- coach, keeping your communication confidential and all in one place time.		✓ Show me now
	We encourage you to use the platform to its fullest and k	sep all of your communications here. By keeping everything in one s	secure	Browse all help topics
	space it supports you to stay on track towards your goal			Contact Hello
	Help & Support is located on the right side of the home p For coaching and program help simply email hello@blue	age and provides comprehensive guidance for the platform berryinstitute.com		OPEN IN A NEW WINDOW X
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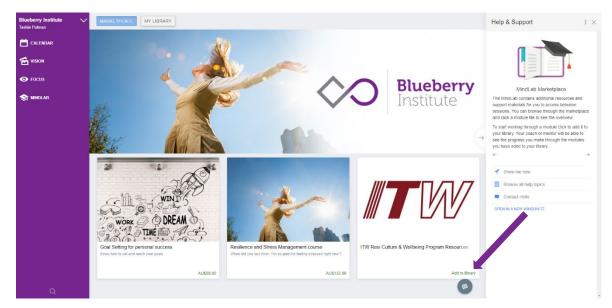
1. To access your resources, select 'Mindlab' from the left-hand bar menu





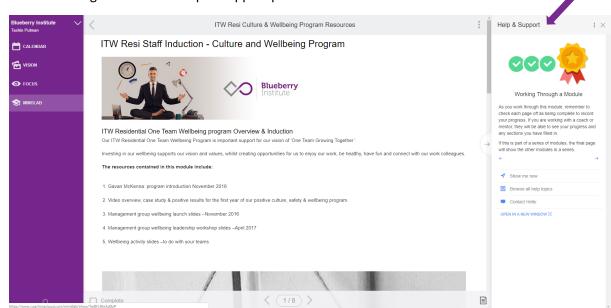


- 2. You will see a tile with the ITW logo, which contains your Culture and Wellbeing Resources. You will also see specialist personal development online courses available to purchase.
- 3. Click on the green 'Add to library' text.



4. Click 'Add to library' button in the pop-up

		ITW Resi Culture & Wellbeing Program Resources	Add to Library
5. 6.	 	n to the resource centre. nother Help & Support panel	







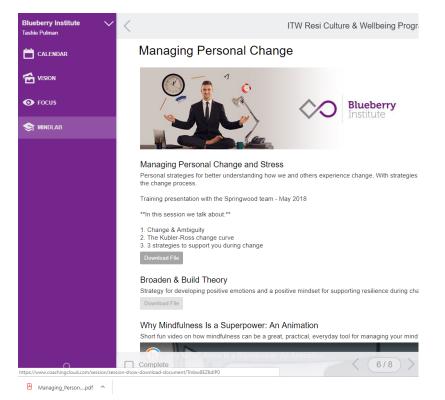
- 7. Click on the page icon in the bottom right, it will display your resources menu, instead of the help and support menu.
- 8. Use this menu to quickly find resources on the topic you are most interested in.

Blueberry Institute V Tashie Pulman	ITW Resi Culture & Wellbeing Program Resources	÷	\leftarrow Content : \times
📋 CALENDAR	ITW Resi Staff Induction - Culture and Wellbeing Program	- 1	
VISION		- 1	
● FOCUS	Blueberry Institute	- 1	
S MINDLAB	Institute		
	ITW Residential One Team Wellbeing program Overview & Induction		ITW Resi Culture & Wellbeing Program Resources
	Our ITW Residential One Team Wellbeing Program is important support for our vision of 'One Team Growing Together'.	\rightarrow	ITW Resi Staff Induction - Culture and
	Investing in our wellbeing supports our vision and values, whilst creating opportunities for us to enjoy our work, be healthy, have fun and connect with our work colleagues.		Wellbeing Program ITW Residential Culture & Wellbeing
	The resources contained in this module include:		Overview 2018
	1. Gavan McKenna: program introduction November 2016		 Pyschological Safety - important foundation for wellbeing and team performance
	2. Video overview, case study & positive results for the first year of our positive culture, safety & wellbeing program.		 RUOK? & Asking for Help & Conversation Skills
	3. Management group wellbeing launch slidesNovember 2016		Stress, Stress Management, and Balance
	4. Management group wellbeing leadership workshop slides - April 2017		Managing Personal Change
	5. Wellbeing activity slidesto do with your teams		Mental Health First Aid Kit and Resources Site Action Plans - Sept - Nov 2018
			 Site Action Plans - Sept - Nov 2016
Q	□ Complete < (1/8 >	E,	

9. Use the right-hand panel to simply click on whichever topic you would like to review.

Much of the content in the resource centre is saved as PDF:

- 1. To download the PDF, click on the 'Download file' button below the description.
- 2. The PDF will then download as a file and save into the folder you have set as the default for downloads (usually just your 'Downloads' folder).







Logging back in

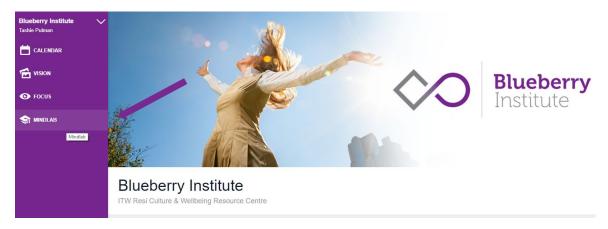
If you have logged out of the resource centre, just go to <u>https://www.coachingcloud.com/home/blueberryinstitute</u> or click on the link on Blueberry Institute's home page.

You will be taken to the below screen to enter your login details.

	Coaching	Cloud®		
	username or email			
	password			
	Sign In			
	📕 Stay signed in			
			📫 Like 1.5K	G+
Copyright © 2019 CoachingCloud Ltd. All Rights Resen Registered in the UK 7363602 - VAT GB 997 0267 74");			illy Like 1.5K	G.

You'll land on the main page again.

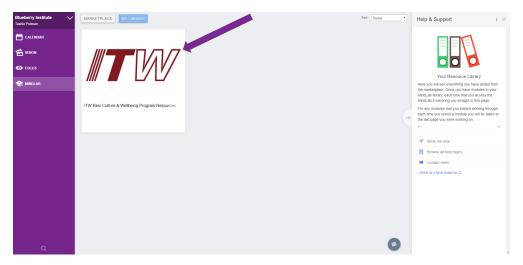
Select Mindlab in the left panel, to access your resources again.



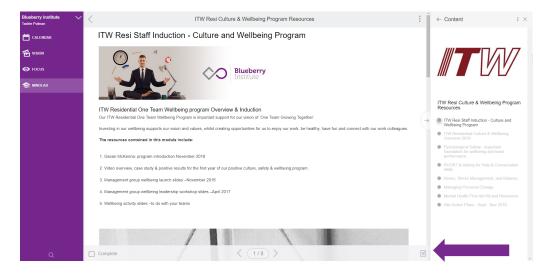




Click on the ITW tile and you will be taken to your resources



You will need to click on the page icon in the bottom right again, to bring up the topics in the right-hand side navigation panel.



Feel free to send us an email at <u>hello@blueberryinstitute.com</u> if you are having any issues or just have a question.