# TDP module

TDP – a wealth of opportunities

TDP may, of course, be used for ordinary Team Development Planning. But also for a lot of other things, such as transversal project teams, project evaluations, small scale team satisfaction surveys, and even to management and staff meetings, as you get a lot of the same benefits as with the EDP: you can set deadlines and get reminders and follow-ups, and in the TDP module you can assign any employee as responsible for any task.
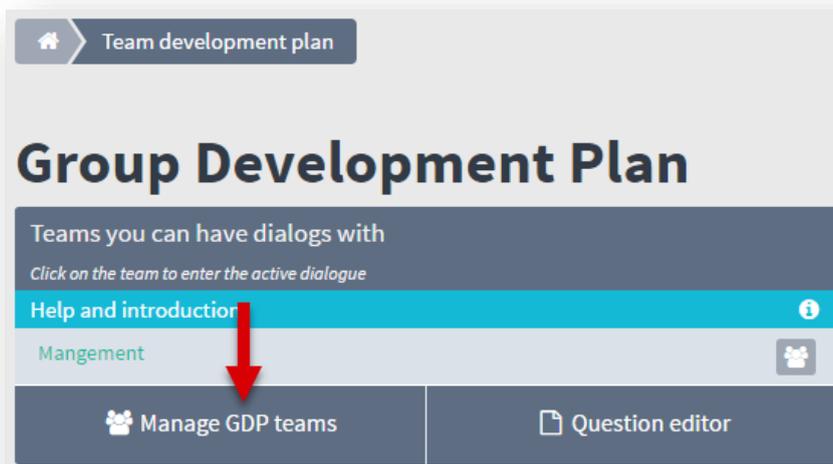
In TDP you can assign any employee the permissions to act as a TDP "manager" – by permission from the manager.
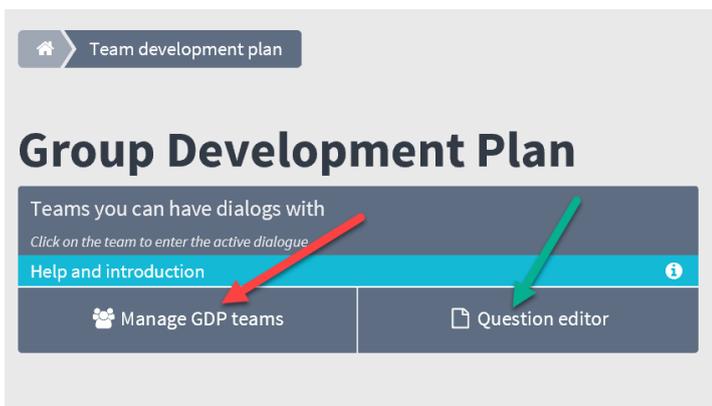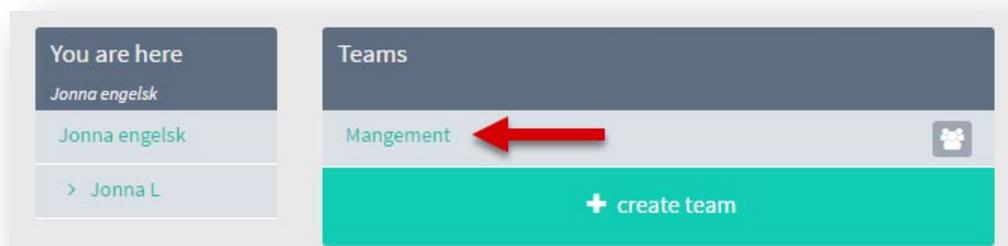

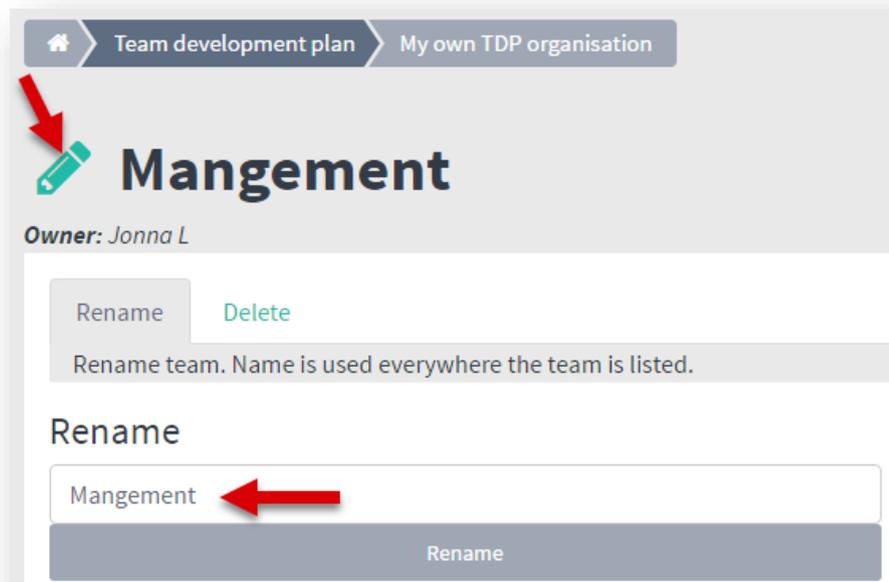1. Create your TDP teams (red arrow). Edit the question sheet (green arrow)
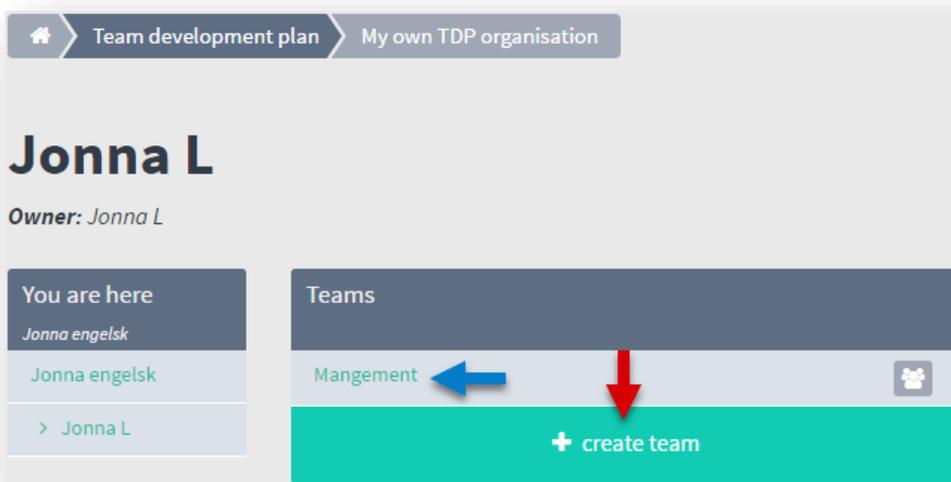
2. Click 'Create team' and define a team name (red arrow).
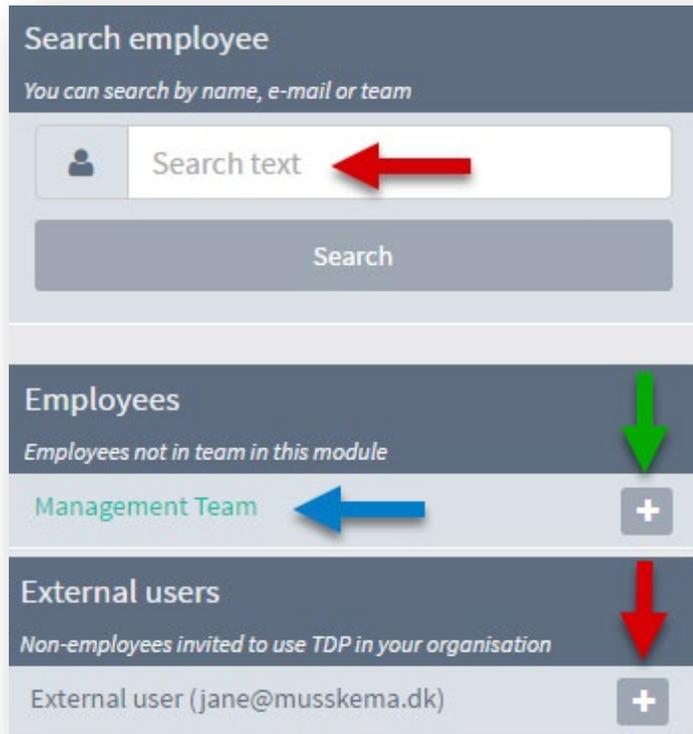   Click the team name to add employees to the team (blue arrow).

3. If you wish to rename the team, click 'Manage GDP teams'

4. Select the team, you wish to edit.

5. Click the pencil and write the new name – and click 'Rename'

6. Add employees: there are three options:
   - Search for an employee who has already been created somewhere in the organisation (red arrow)
   - Search through your own team. Open the team to select employees (bklue arrow), or click on the plus to add the entire team all at once.
   - Select an external user who is not a part of the organisation, but who has been created in order to participate in a TDP dialogue – **and nothing else**.
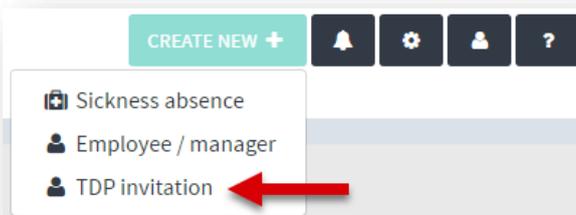

7. Invite an external user to TDP: Click on 'TDP invitation' and create user.
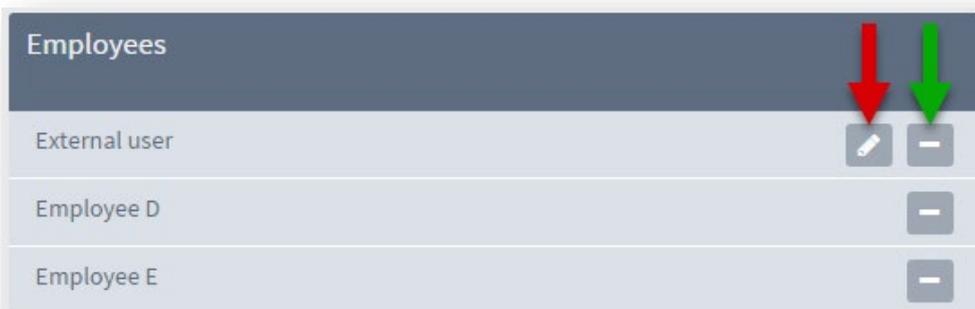
8. Employees have now been selected for the group. The external user can be edited from here (red arrow). Click on the minus to remove an employee from the group again.
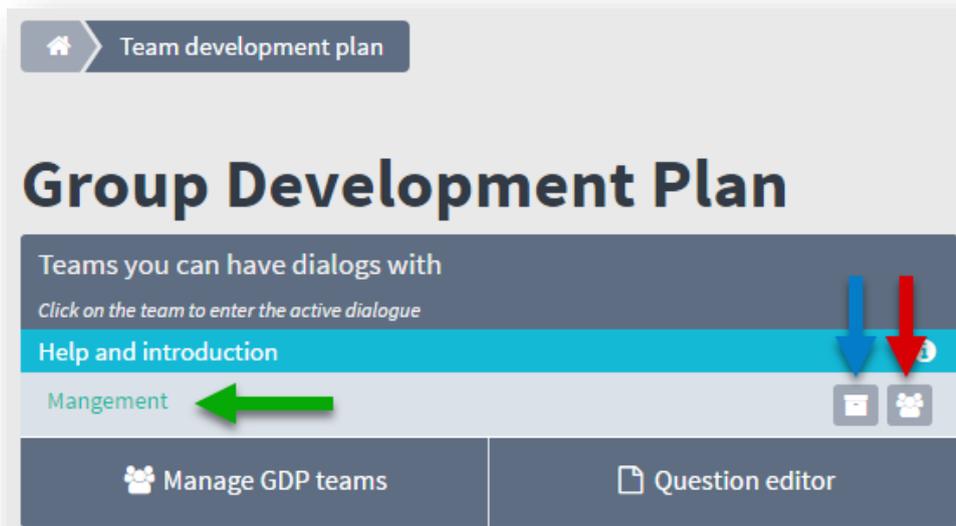
9. **Red arrow:** Go to your employees in 'Organisation'. Here you can do such things as edit data. **Blue arrow:** If you've got archived TDP rounds they are all here
   **Green arrow:** Go to TDP dialogue, from where you can send the questionnaires to the group
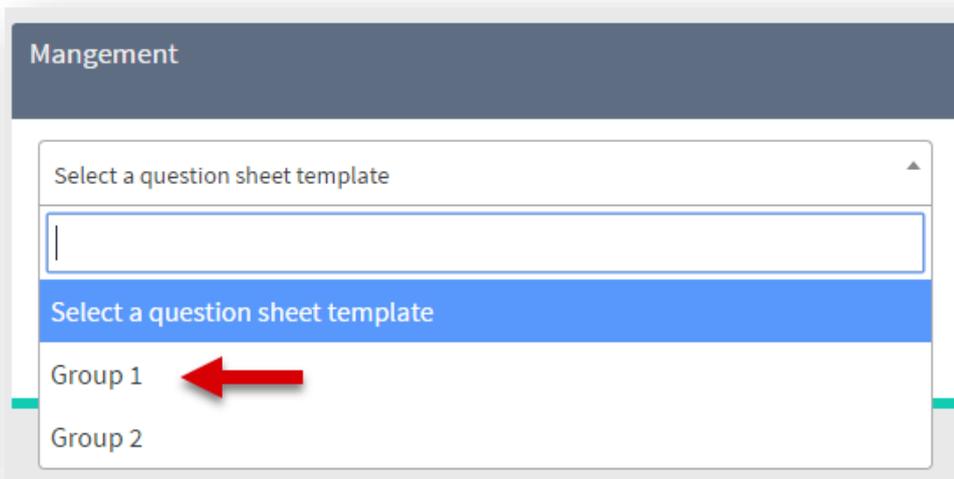
10. You will be asked to select a template. You can create more which will also be available from here.
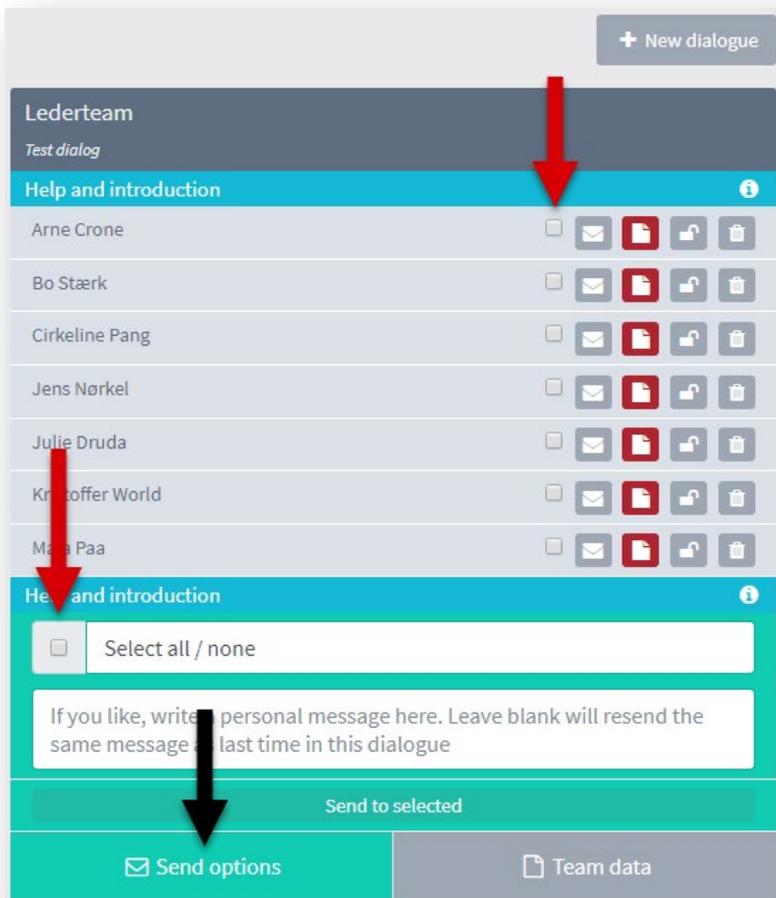
11. Click on 'Send options' (black arrow) and you can send out the templates for the group by selecting everyone at once – or individually.
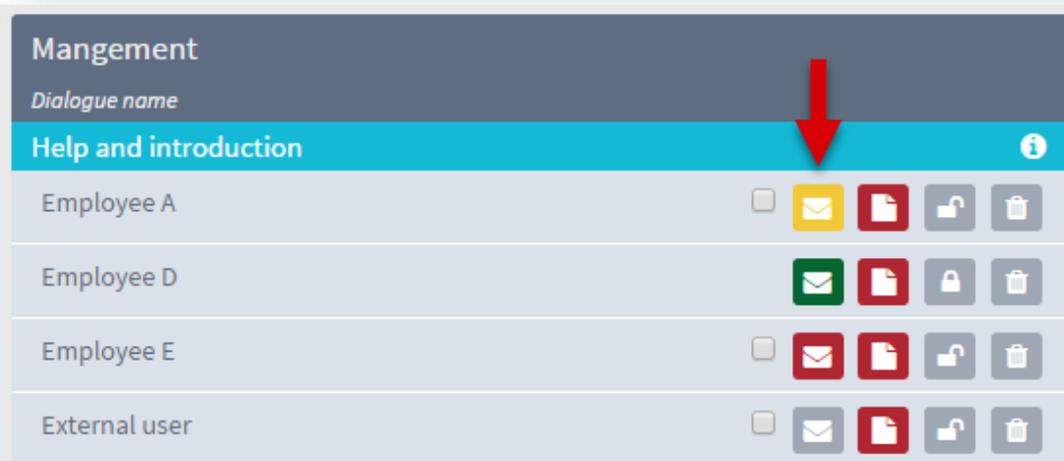
12. Red arrow shows **employee status** (envelope). G**reen**: the questionnaire has been completed. **Yellow**: The questionnaire has been opened by the employee, but not completed. **Red**: The questionnaire has been sent to the employee, but nothing has happened since. **Blank:** The questionnaire has not been sent.
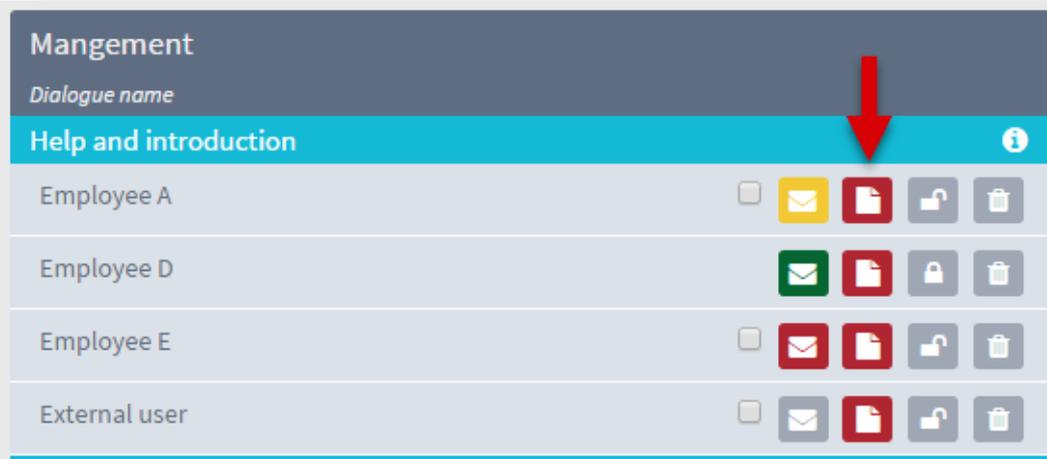
13. Red arrow shows the status on the group resume. **RED:** a group resume has not yet been done. **GREEN:** A completed group resume has been done and sent to the participants in the dialogue.
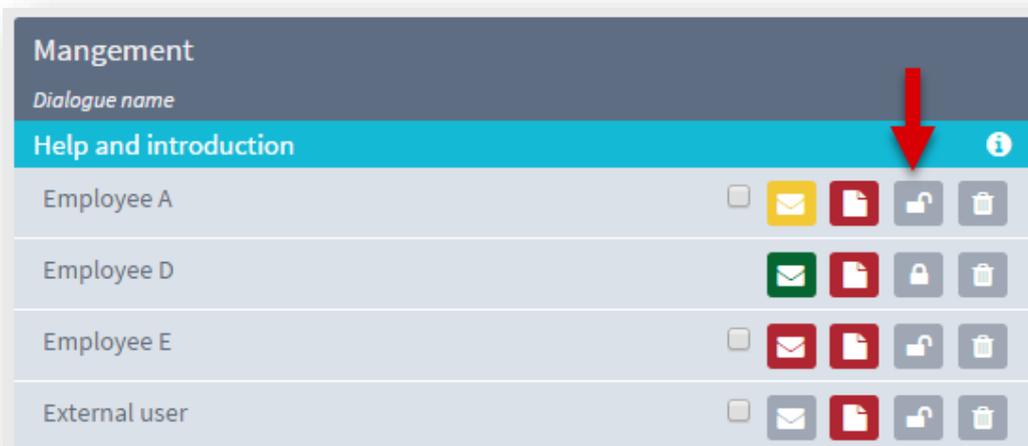

14. Red arrow shows the status for whether the employee has delivered his questionnaire:

- 1. The questionnaire is locked.
- 2. The questionnaire has not yet been completed and therefore is still open

See next

15. The manager may unlock the questionnaire by clicking the padlock. It will then be accessible for the employee to edit once more.
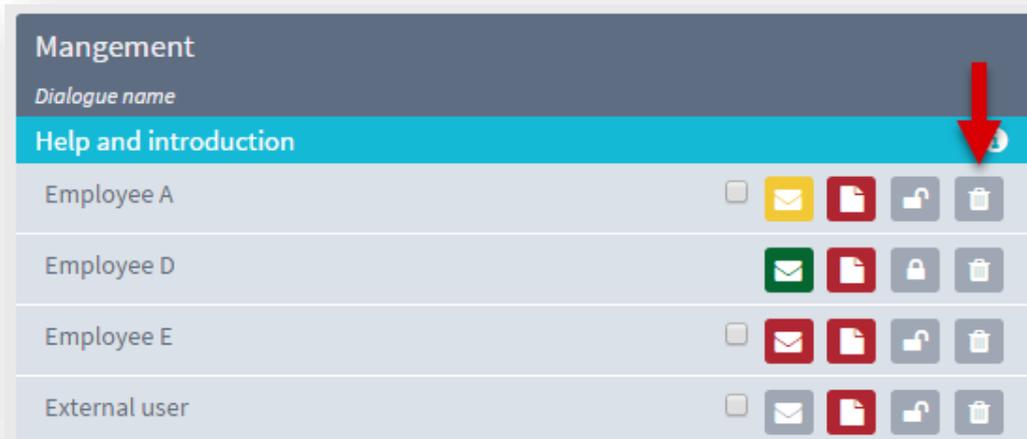

16. If, for some reason, an employee should not participate in this dialogue, that person can be removed from the dialogue by clicking the delete icon.
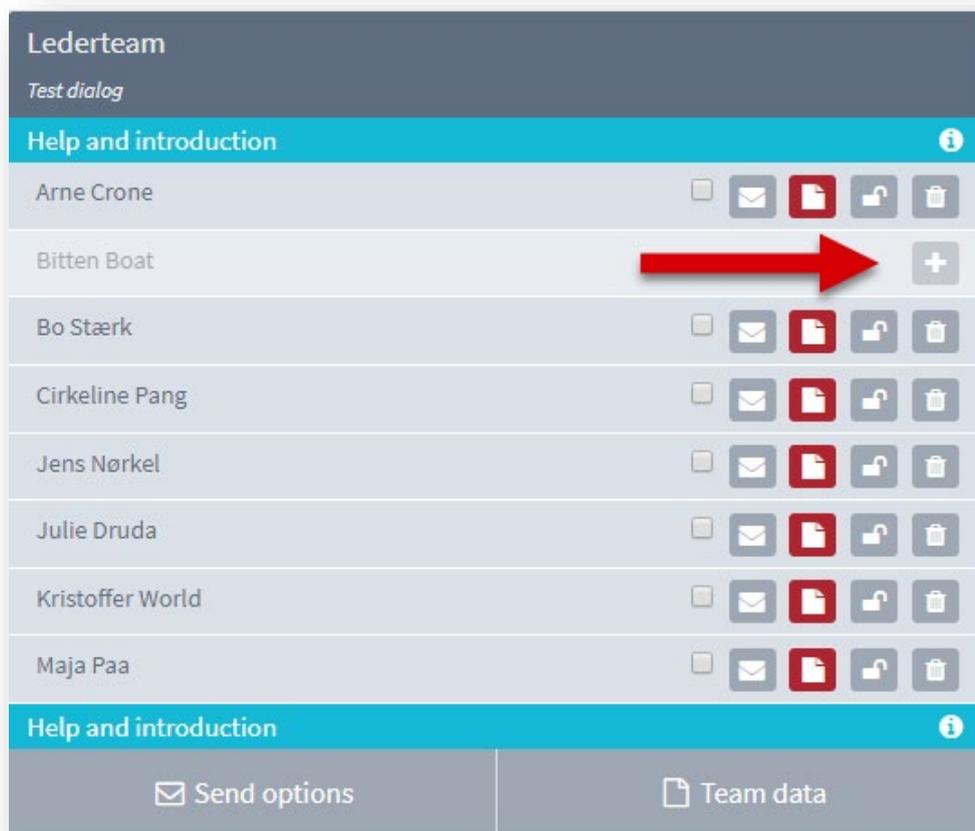
17. If an employee has been added to the group after the dialogue has started, you can import this employee by clicking on the cross - and send the questionnaire to that person.
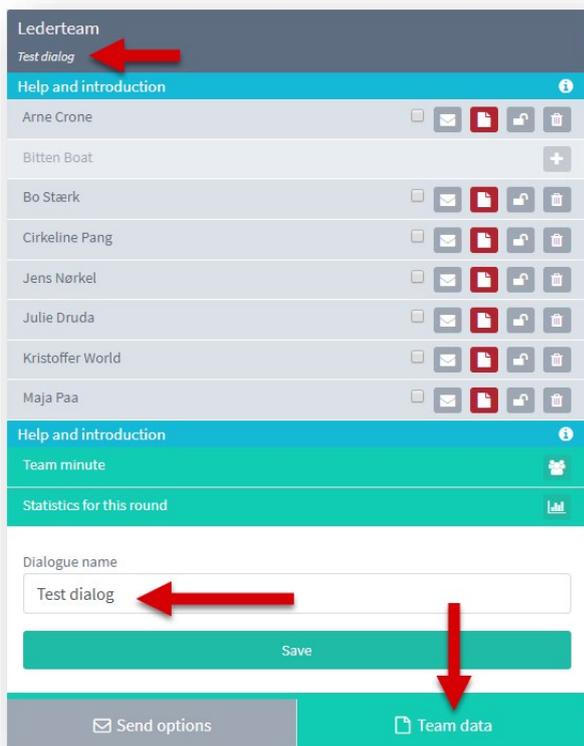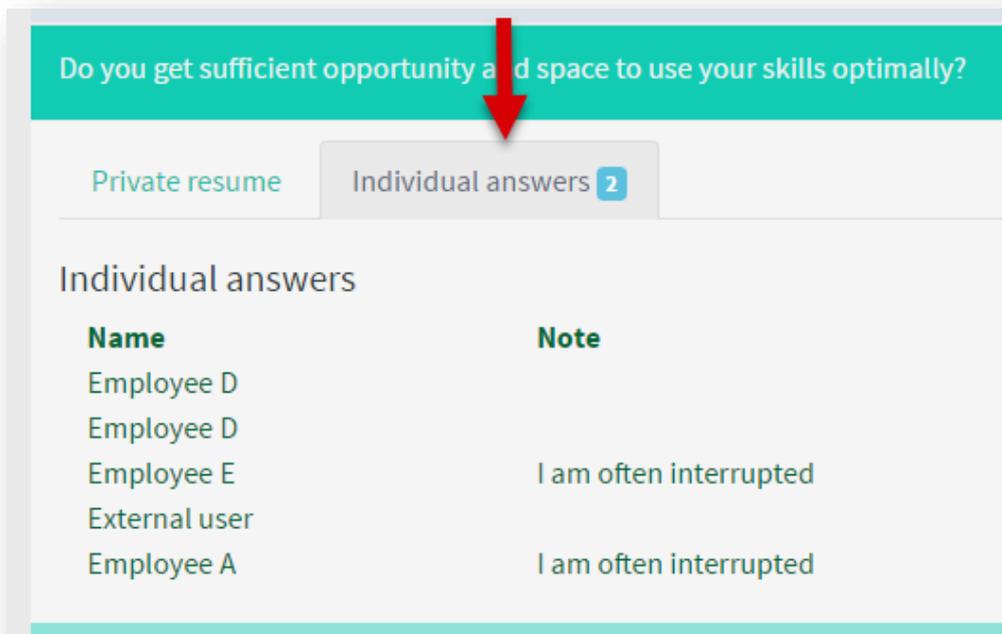
18. **Team data:** You can give the individual dialogue a name – or you can rename it.
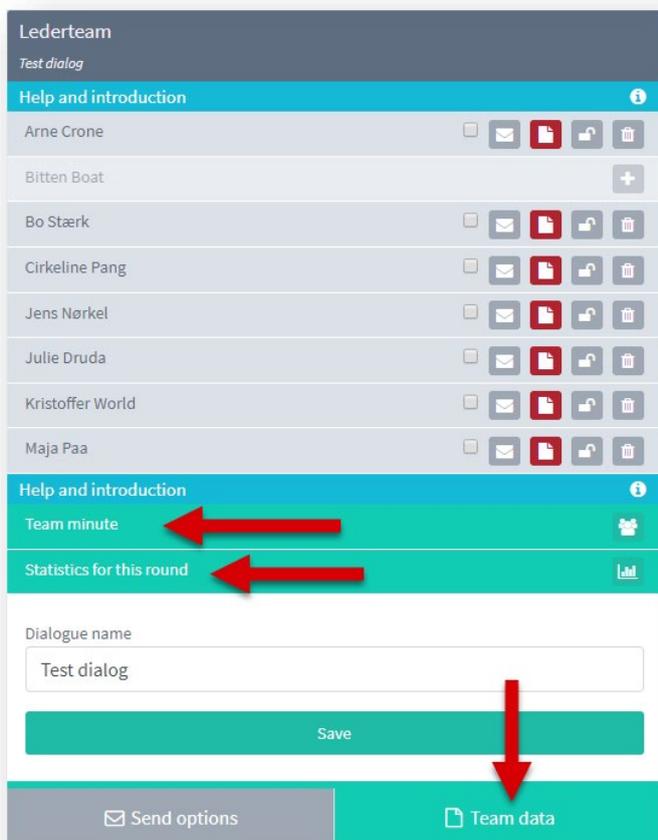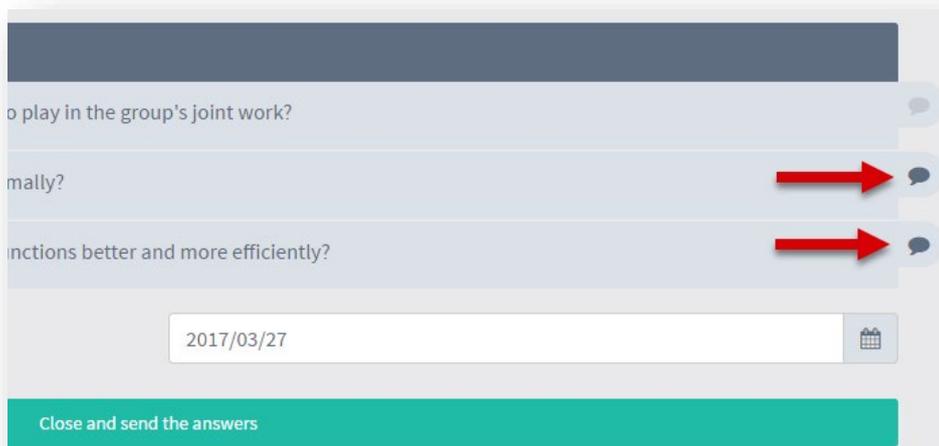

19. **Team data:** you get the following options:
- Open team resume, where you can write the group resume and make agreements/action plans with deadlines. And you can see the statistics for the group scores.

20. Inside the resume sheet you can see immediately, if there have been made comments to each individual question.

21. Click on the question, and under "Individual answers" you will find the individual comments of the employees.
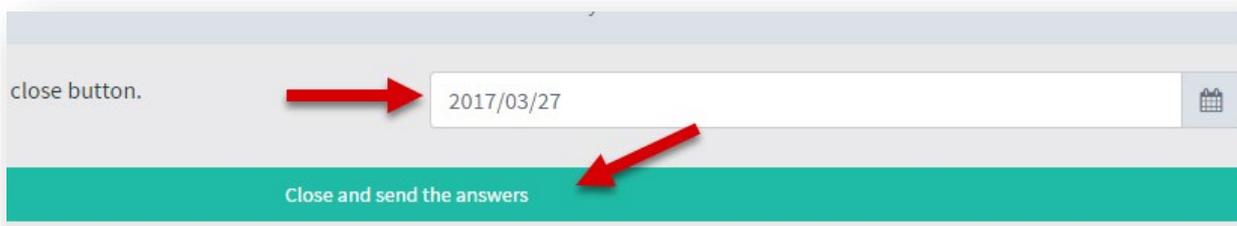
22. To finish the dialogue: Select a date and press 'Save and close'. The dialogue will then be over and the resume is sent to the group.