

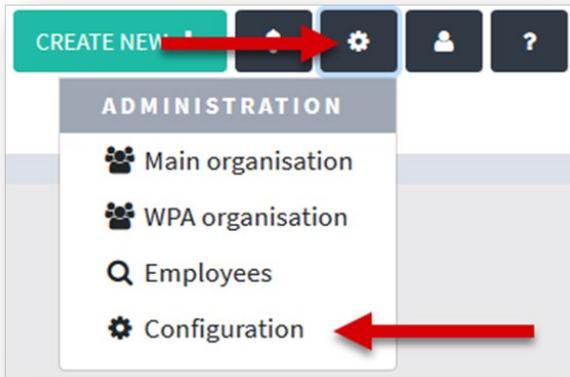
Leadership development conversation (LDC) – setting up the question sheet

It is possible in the system to use several different questionnaires.

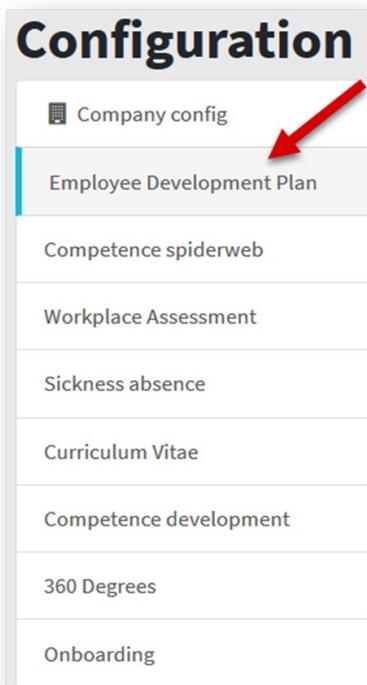
For example, you could have an EDP for the administration - and a little different EDP for the production. However, one can also have an LDC questionnaire for the Leaders for their Leader Development Conversation (LDC).

When you send out to the individual team you must decide which questionnaire this team should apply.

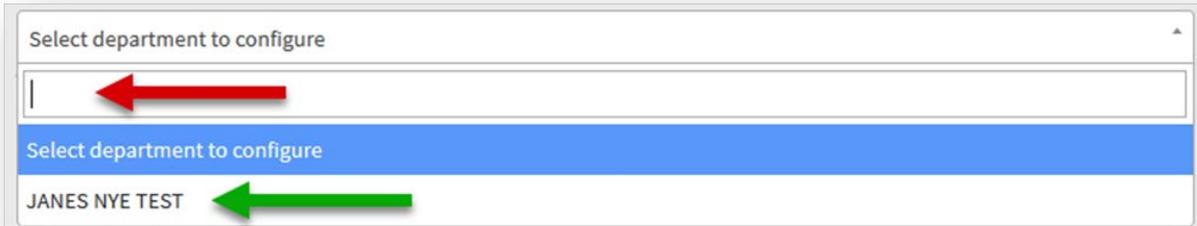
When you send out to the management team, you choose the questionnaire about LDC.



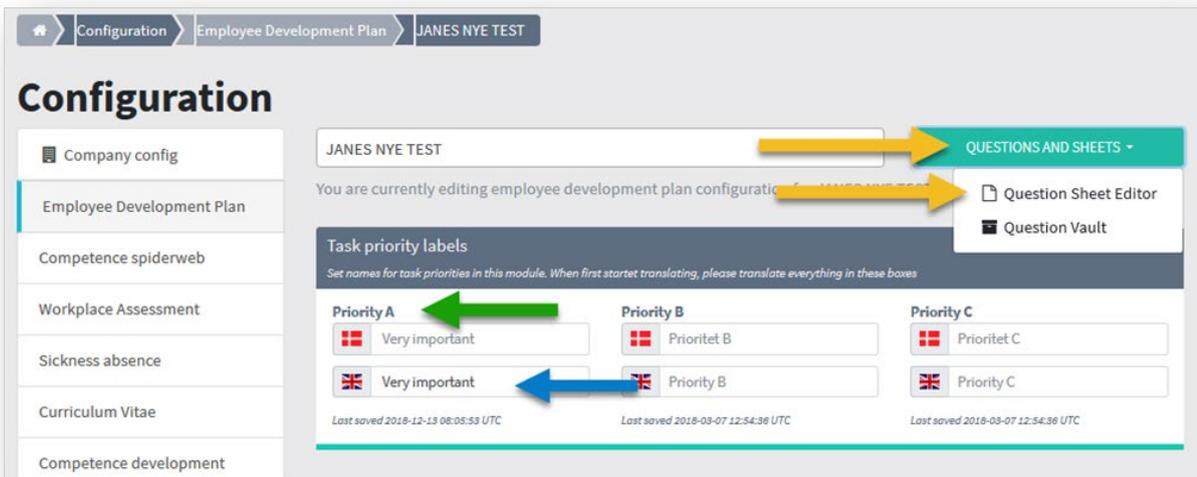
1. Select 'Configuration'



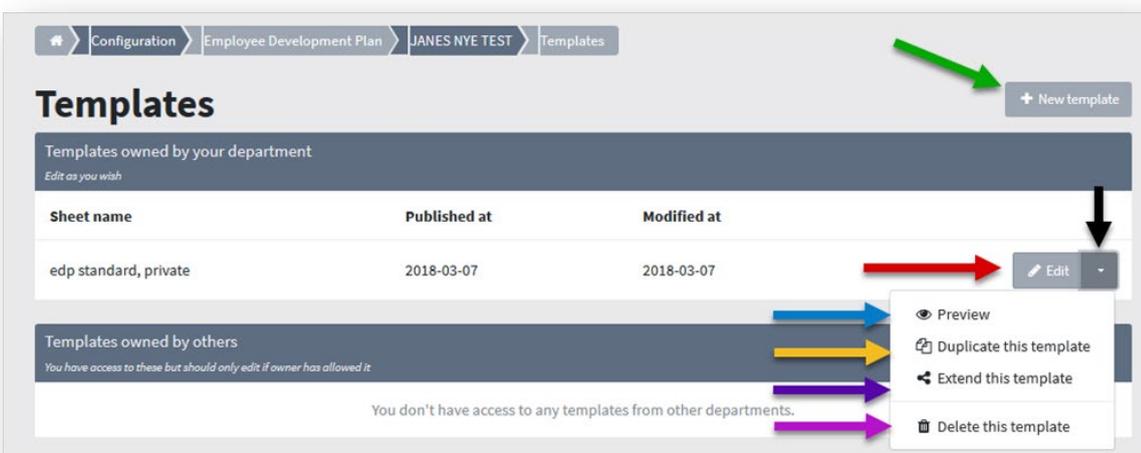
2. Select 'EDP'



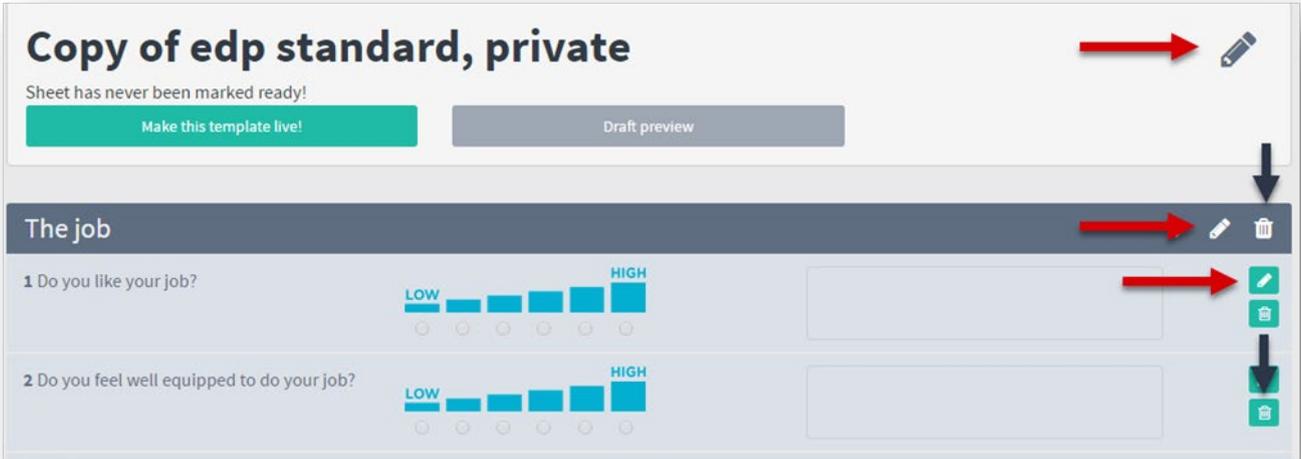
3. Search for the department you want to configure (red arrow) or select from the list (green arrow)



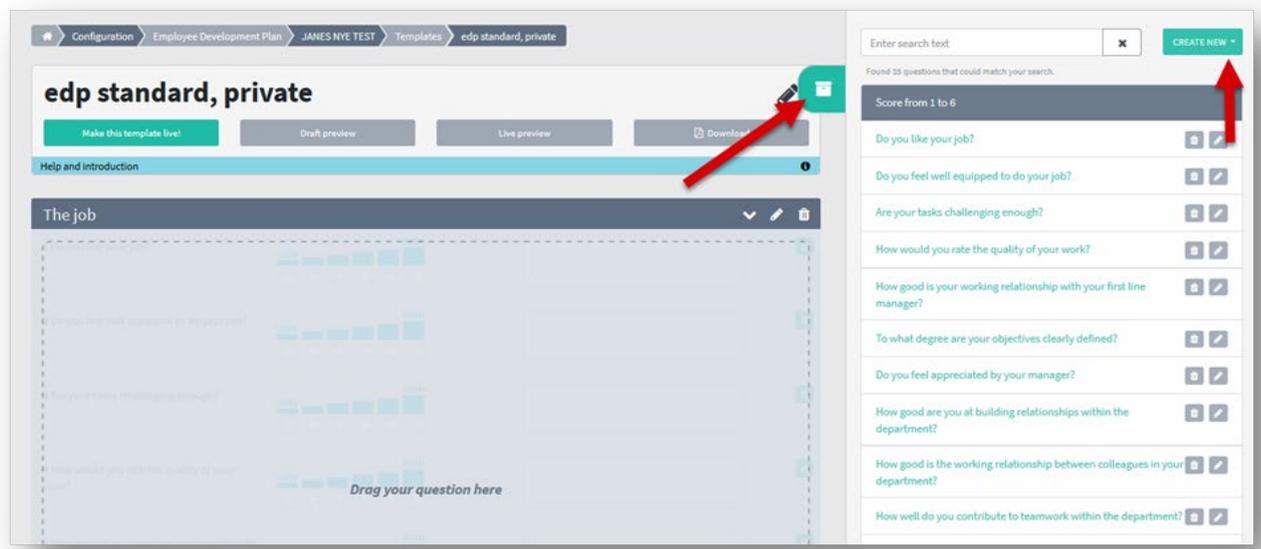
4. Task priority: The system is born with the highlighted text (green arrow). You can change that by typing new text (blue arrow). In multiple languages, if desired. Go to 'Questionnaire and sheets*' and then 'Question sheet editor' (yellow arrows)



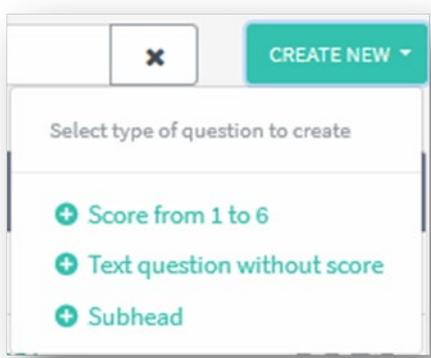
5. The system is born with a standard EDP questionnaire. You can customize it by clicking 'Edit' (red arrow). Clicking on the small arrow (black arrow) gives you more options: You can see 'Preview' (blue arrow) duplicate it and then edit (yellow arrow), extend it to other departments (purple arrow) or delete it (pink arrow). You can also create a completely new questionnaire (green arrow).



6. You are now able to change the title, group names and questions of the template (red arrow). Or delete (black arrows). NOTE! A template should always begin with a header!



7. For each group (headline) you can add new questions by dragging them into place. Click on the box (red arrow) You can search for an already existing question and choose it - or create a new question by clicking on "Create new" (red arrow). If you select an existing question, this may be compared across all questionnaires in which it is included.



8. When creating a question, you first need to choose which answer option should be on the question - see above. For an employee to be allowed to complete a schedule, all score questions must be completed.

Create new question

Type of question
Score from 1 to 6

Question text
DK

Help text
B /
Add a help text here if needed

Question text
GB

Help text
B /
Add a help text here if needed

CLOSE CREATE

9. You can write the question in several languages (red arrow) - according to how many languages your organization has created. This is also where you can insert a help text. Click create (blue arrow) and then drag it into the question group.

Enter search text

CREATE NEW

Found 35 questions that could match your search.

Score from 1 to 6

Do you like your job?

10. To edit a question, click again on the box (red arrow) and then the small pencil next to the question (blue arrow).

Edit question ×

"Do you like your job?"

Current version Previous versions

Type of question
Score from 1 to 6

Question text
 Er du glad for dit job?

Help text
B /
Add a help text here if needed

Question text
 Do you like your job?

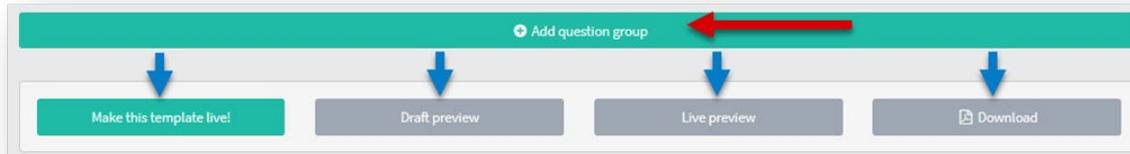
Help text
B /
Add a help text here if needed

A word of caution! If you alter the meaning of a question, all historical data (answers, scores, statistics etc.) will be unusable.

Accept

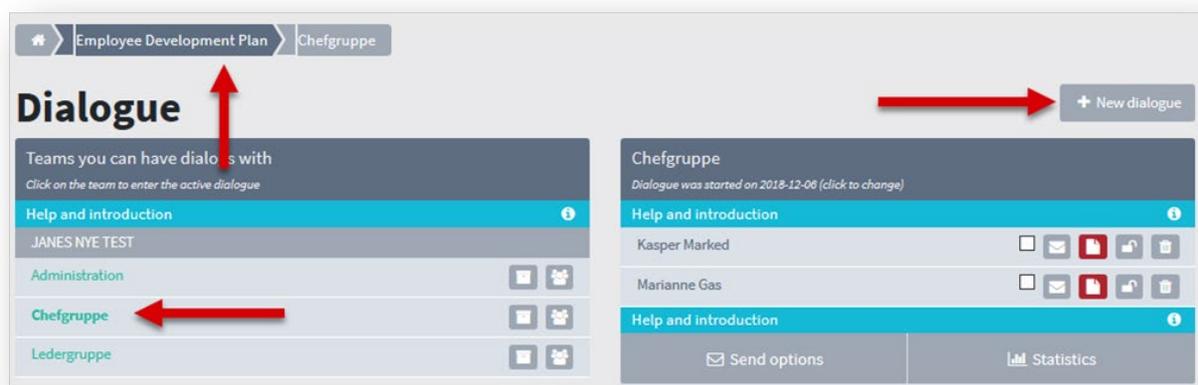
CLOSE SAVE QUESTION

11. Here you must first accept the warning (blue arrow) before you can be allowed:
A word of caution! If you alter the meaning of a question, all historical data (answers, scores, statistics etc.) will be unusable.

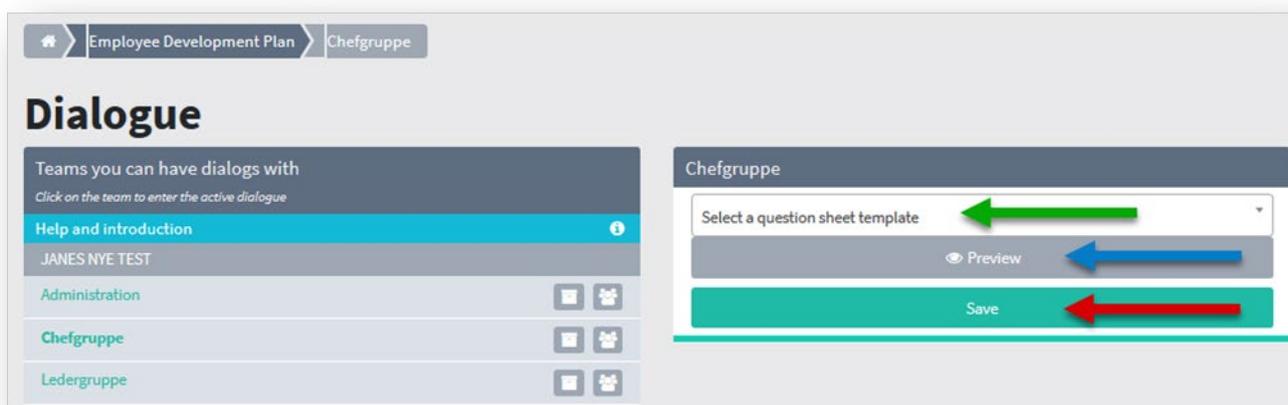


12. At the bottom of the template you can create new question groups (headings) and drag them into place (red arrow).

After editing the template, you have the option to see a draft at the bottom of the page. If you create a template that is already in use, you have the option of editing and before publishing to see how the current active template looks out, download it - or publish the questionnaire to make it ready for use in the dialogue.



13. When you begin a New dialogue, you will be asked to select a questionnaire. First click 'New dialogue'.



14. Then select your questionnaire from the list. Click 'Select a question sheet template' (green arrow) and then select it from the list. Now you can see a preview (blue arrow) and then click 'save' (red arrow) and the new dialog will be loaded