



## What's new?

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*Connections* gives you the ability to have sessions with any manager in your company. Here's how it works:

- When you click **Begin session**, you'll see a new option - *It's my session today with one of my connections*
- You can search the name of any manager within your company to have a session with - these are your *connections*
- The job function of each *connection* will be displayed next to their name
- Up to 5 of your most recent *connections* will be pre-populated on the *Begin session* screen
- All your data will be visible during a *Connections session*, except for any actions that are jointly owned or assigned to your direct manager
- Your direct manager will get a notification after you've had a *connections session*
- *Connections sessions* will be shown in green on the calendar (direct manager sessions in blue)



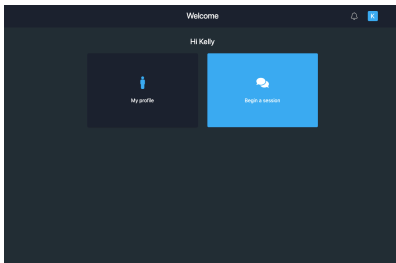
## What's different?

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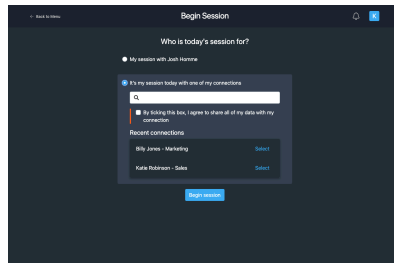
*Connections sessions* are lighter touch check-ins between an indirect manager and employee with some small functionality limitations:

- You cannot book a *Connections session* on the system, but you can start one at any time by clicking **Begin session**
- You (the employee/talent) must start a *Connections session* by choosing the manager you want to connect with, not the other way around
- When adding actions in a *Connections session*, you can only assign them to yourself, not the *connection* or your direct manager
- Objectives can't be deleted during a *Connections session*
- When completing a *Connections session*, it is not required (or possible) to book a follow up
- *Connections* won't have access to your data outside of a *Connections session*

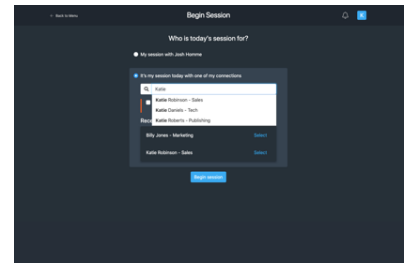
# 'Connections' Session Screen Flow



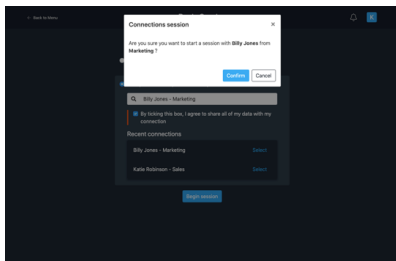
Employee (talent) logs in and clicks **Begin session**



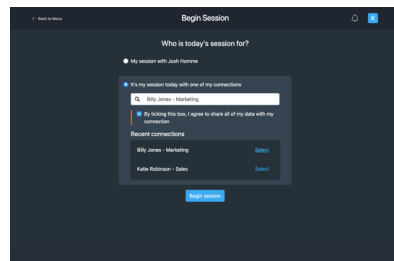
Search a manager's name or select one from the pre-populated *Recent connections* list



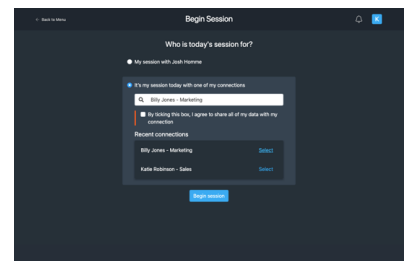
If searching, results will populate with any matches and display each connection's job function



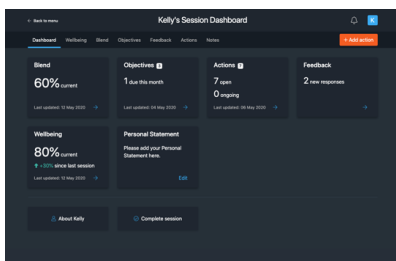
Confirm that you're happy to start the *Connections session* with this connection



Tick the box to agree to share your data with this connection

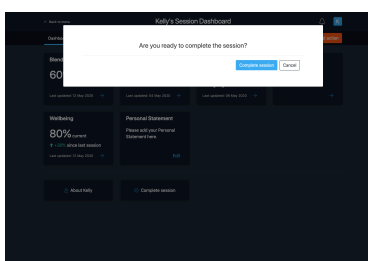


Select the name of the connection

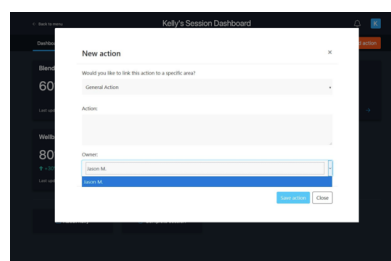


Session begins from the Session Dashboard

## Additional screen changes



*Connections sessions* allow users to complete session without booking



Actions can only be assigned to the employee (talent)