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**OpenBlend - FAQs**

**Getting started**

1. **What is OpenBlend?**

OpenBlend is an innovative web enabled tool that will help you have more effective conversations in your 121s with your line manager. It will allow you to talk about your wellbeing and what drives you the most in work and life, as well as your objectives.

1. **Who are Talent?**

Talent refers to all users who will be having Blend sessions with their manager.

1. **Can I use the OpenBlend on any device?**

OpenBlend is supported on desktops, laptops, tablets and mobile. You need one device between two to run a session. You are also able to conduct remote sessions via screen share. You can access your profile and updates scores from a mobile device, but sessions aren’t suitable for mobile.

1. **What type of information will I need to provide in OpenBlend?**

Individuals are invited to provide their preferences against a range of work related, home related and work/home related factors. These cover areas such as career goals and flexible working to childcare and being an effective team. In addition, you are asked to score where you feel currently against wellbeing measures – such as Happiness, Confidence & Ability to manage stress.

1. **Do I need to provide an answer to every question in the Blend registration?**

Most of the questions are mandatory. This enables your line manager to have a better understanding of all aspects of your Blend registration including your wellbeing scores.

1. **Who can see the data in my OpenBlend system?**

Only your immediate line manager can see your scores and what you have entered into OpenBlend. The OpenBlend sessions are there to support great conversations between you and your line manager. The aim is to have greater trust and transparency between you both.

HR are only able to see aggregated (high level) data for reporting purposes only - they are not able to see into an individual colleagues’ OpenBlend. Also, no senior manager above your line manager can see your Open Blend data.

1. **Where will this information be stored?**

This information is stored in the OpenBlend portal and is only accessible by you and your line manager. You can read our privacy policy [here](https://app.openblendmethod.co.uk/Content/Docs/Legal/privacy_policy.pdf).

1. **Do we enter information into OpenBlend during a Blend session or afterwards?**

We recommend that you enter updates and actions into OpenBlend as they are discussed during your sessions. You have the option of emailing your Actions to yourselves from Open Blend at the end of a session.

1. **How will my manager use this information?**

Your line manager should use the information you have provided, in your Blend registration, to have a better quality, more tailored dialogue with you during your 121’s. By using OpenBlend, it will support both you and your manager to focus on things that are important to you. It is up to you what you want to talk about. Even if something is in your Blend, if you do want to discuss it, you do not have to at that moment.

**Session guidelines**

1. **How frequently should I have an OpenBlend session with my manager?**

OpenBlend sessions should take place monthly at minimum, but you can use it more frequently if preferred. Talent and Managers can request an Open Blend session at any time if they feel it will be useful.

1. **What will we cover in an OpenBlend session?**

There are three areas that can be discussed in any Blend session, but you do not have to cover it all every time.

* Your Objectives

The projects/tasks/results that you need to achieve to be a successful in your job

* Your Blend Elements

Your personal drivers for productivity & engagement

* Your Wellbeing

Your levels of happiness, confidence and ability to manage stress

1. **How do we decide what to cover?**

You don’t need to cover all areas every session – you may choose to just focus on objectives in one session, and another time discuss a Blend element. OpenBlend is an agile tool that should be used to suit the individual.

1. **How do we use actions?**

Actions sit under all 3 areas of OpenBlend. Once you have discussed an area, an action can be created as a next step. For example, when discussing objectives, the GROW model provides a pathway to action. Actions should be achievable tasks.

1. **Will my objectives need to be inputted into OpenBlend?**

Yes – we recommended inputting your objectives together with your manager during your 2nd session. You’ll need to type them in manually but it’s very quick and easy to do. Having your objectives visible in OpenBlend will give you every chance of success of completing them as you’ll be able to discuss them regularly.

1. **What if I have further questions?**

ENTER PEL NAME HERE will be able to support you in answering any further questions you may have. If you have any technical issues email helpdesk@openblend.com

1. **What are my login details?**

**Log in URL:** [https://app.openblendmethod.co.uk/Account/Login](https://urldefense.proofpoint.com/v2/url?u=https-3A__app.openblendmethod.co.uk_Account_Login&d=DwMFAg&c=uw6TLu4hwhHdiGJOgwcWD4AjKQx6zvFcGEsbfiY9-EI&r=rY2v8Fej-Cc1KZG1r9FonXJDpG_RXsZYa7q3e793XGw&m=ml5NPuwKeTh97UZwjg5j3KCpOc2rIocdgQCbJashLxM&s=Ii23uxsLPwLqta-TadUEDNJd5XUFVbwsW4Q_Rp6HzdU&e=)

**Username:** your work email address

**Default password**: Blend123! (for the first time you log in, you’ll then be prompted to change this)