

LC Concierge Service Menu Options

COLLECTIVE LEADERSHIP ASSESSMENT

1

ONE OVERALL CLA REPORT, \$10 PER PARTICIPANT

- Create Project
- Send Participant Pre-Survey Emails
- Enter Participants
- Check Status and Send Reminder Emails
- Follow-up on Rejected Emails
- Send Weekly Status Report
- Send Status Report Day Before Completion Deadline
- Send confirmation when overall CLA report is available to download from Project Center



2

BREAKOUT REPORTS, \$13 PER PARTICIPANT

- Everything from Option 1
- Plus we will order up to 3 Breakout Reports
 - *Breakout reports must include a minimum of 5 Participants
 - *Breakout report Participant lists and breakout report titles must be provided before project launches

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SIDES (CUSTOM) PRICE TBD

- Communicate directly with Participants Outside of Email
- Order more than 3 breakout reports
- Extend Completion Deadline (One extension free - fees kick in for additional reopens)
- Reopen Closed Projects (Fees to reopen, reprocess reports, and provide extended Concierge Service apply)
- Upload Reports to a source other than Project Center
 - *PDF reports are downloaded by Certified Practitioner from Project Center
 - * Due to global security standards, we do not email reports directly to Practitioner's clients
- Cancel Project - Concierge Fees are non-refundable. Also, if there is survey-taker feedback, 50% of Profile fee is refundable.

Contact The Leadership Circle Support Team for more information

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