C-me Platform

User Guide

Revised April 2024 for v2 platform

Overview

Our C-me platform is designed to enable you to engage with your C-me profile, live, personalising it further, making it your own. Our platform enables you to share your report with others whilst also giving you access to the profiles of members of your team and organisation, where permission granted.

For full functionality it is best to access the C-me platform on a desktop setup although most functions will be available on mobile devices.

Access

C-me Live is accessed <u>here</u>.

Data Limited
You will only be able to see information for Profiles, Users and Team Wheels generated for the organisation you are assigned to.

Login
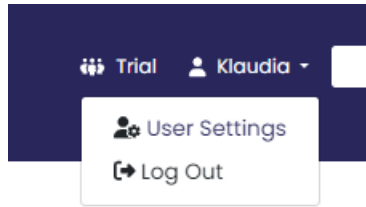

When accessing the site you enter your email and password. This will be the same email and password you registered when you signed up to complete the C-me questionnaire. There is a forgotten password option if you need it.

Logout

To log out click the dropdown alongside your name in the top right of the C-me Platform navigation bar, then click Log Out.
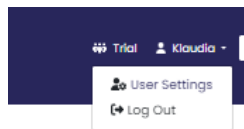

User Settings

On logging in you may want to check your User settings at the outset.

Often these have been set by the organisation but where they have set multiple options, you are then able to choose your own preferences.

User settings can be accessed on the navigation bar in the dropdown next to your name.

Clicking User settings will open this page, which sets the visibility of your profile information, including the sections of your profile, for the rest of the organisation.

At the top you can set User visibility to either:
- Organisation – any users in your organisation, registered on the platform, will be able to search and find your profile.
- Team – users in your organisation and registered to the platform will only be able to view your profile if you share a team wheel with them.
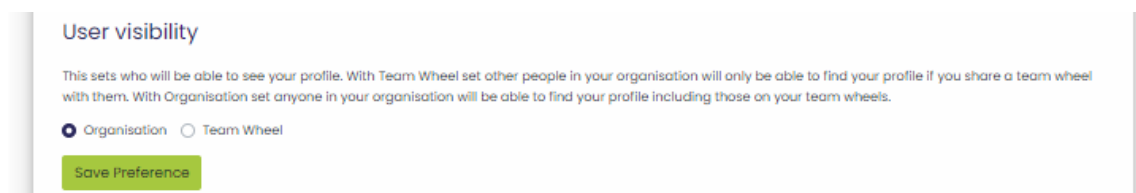
NOTE: Where the organisation has given both options, this will default to Team Wheel settings until you set your preferred option.

Statement visibility
Secondly, you will be able to decide which sections you would like to share and to what extent. The options available for each section are:

- Full section will show full unedited statements.
- Highlighted will show only the statements you have highlighted in that section.
- None. No statements will be shared but your graphs and wheel will still be visible.

Statement visibility

You can select how much of each section of the report will be available to other users within your organisation/team wheel. You may be able to set your preferences on sections you do not have access to.

Section	Full section	Highlighted	None
Role Agility	●	○	○
Effective Communication	○	●	○
Blind Spots	●	○	○
Sales Improvement Areas	●	○	○
Enabling Engagement	●	○	○
Remote Working Challenges	●	○	○
Sales Contribution	●	○	○
Less Positive Ways of Handling Setbacks	●	○	○
Ineffective Communication	○	●	○
Overview	●	○	○
Team Contribution	●	○	○
Resilient Strengths	●	○	○
Areas for Development	●	○	○
Positive Ways of Handling Setbacks	●	○	○
Productive Remote Working	●	○	○

Save Preference

NOTE: Where the organisation has given multiple options, this will default to Highlighted until you set your preferred option.

If there are no highlighted statements a placeholder message will be visible instead.

Home Page – My Profile

Running along the top of the page are your menu tabs …

Standardly the default view is My Profile which displays your personalised C, profile graphs and team wheel position in the top half of the page.

If you haven't taken the questionnaire for over a year you may see a prompt suggesting you Retake Questionnaire above your profile graphs.

If you are new to the C-me platform, and in cases where you have multiple profiles, your most recent profile will be used as your default.

Personalised C

You can view and download your personalised C here, a visual quick take of you preference profile. Clicking on the download icon will download this as a .png to your device, allowing you to use this in email signatures, in app profiles etc.

General characteristics of the C-me colours

Above the top right hand corner of your graph and wheel visual there is a small green info button that when clicked reveals a drop down of the general characteristics for each colour, as a reminder.
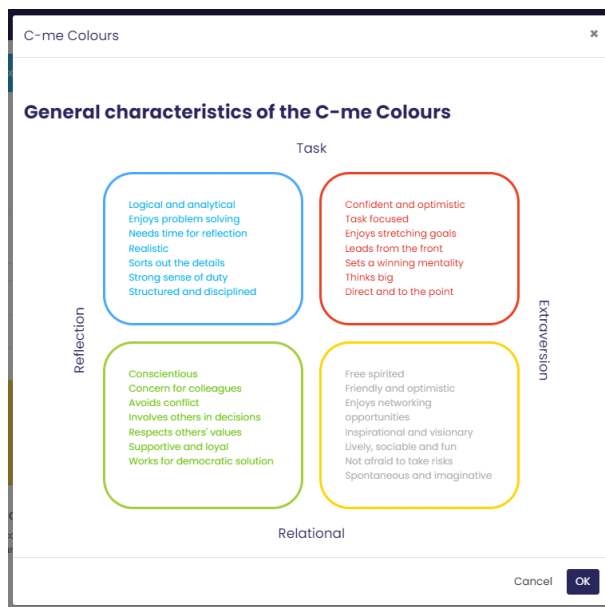
The lower part of the page under the heading 'My Profiles' contains a list of your available profiles (each time you have taken the questionnaire a different profile will show although your wheel position may not have changed as this is taken from your default profile).

My Profiles

This section lists your completed profiles by date and top two colours. You can also choose here which profile you would like to be your default i.e. the profile that is standardly shown in My Profile (the graphs and wheel that are shown above this section) and the one that is shared with others in your organisation as well as any team wheels you appear in.

My profiles

Date	Top Colours	Set as default	View Profile
14/09/2023	🟨 🟩	○	Profile
06/04/2023	🟨 🟩	●	Profile

View Profile

In the My profiles section on the home page the final option on the far right of the table is to view your profile. Clicking on the Profile you want to view will take you to the My Profile page where you can further explore and start to personalise the profile sections associated with your chosen profile.

My Profile

Welcome to your personalised C-me Profile looking at your behavioural preferences according to how you answered the questionnaire.

We hope that this can be a useful start to leaning in to those things that come naturally whilst learning to develop those things that could be more challenging. There may be statements which you resonate with less so please do personalise further, making it your own. We recommend you highlight those statements you identify with and maybe strike through those you really don't, as per the instructions in each section below.

| ← Back | Set this report as your default profile | | ⓘ C-me Colours |

Overview	Resilient Strengths	Areas for Development	Team Contribution
Effective Communication	Ineffective Communication	Blind Spots	Enabling Engagement
Role Agility	Positive Ways of Handling Setbacks	Less Positive Ways of Handling Setbacks	

Overview

You'll see that your Personalised C appears again here with another opportunity to download. As well as the reminder of C-me colour characteristics.

Click on the section you would like to read through. It will automatically open in the Overview section. As you read through, you have the option to highlight statements that feel particularly resonant to you and cross out any statement you really don't agree with. There is also a third option to undo edits.

The Overview and Blind Spots sections act slightly differently to the other sections.

For these, as you hover over the statements in each paragraph, the text will change to red. Once you click on a statement, your editing tools will appear.

Hovering the mouse over each tool will detail your options to:
- Highlight statement
- Strikethrough where statement doesn't resonate
- Undo statement action

heir opinions. Although quick to praise, she may be slow to criticise or even hide her true feelings if she disagrees. She will often let colleagues manage the more outine aspects of a project while she focuses her energy on creating the right working environment. Others may occasionally try to take advantage of her trustin, nature. An environment where people are at ease and support each other is likely to be preferred to a competitive, driven workplace. ✏ ✂ ❌ Klaudi s a good team player but also values being offered her share of the limelight. If you ask her a question she will readily give her views but is also likely to refer it to ew of her close colleagues to gather opinions.

You should then see an edited version for example …

outine aspects of a project while she focuses her energy on creating the right working environment. Others may occasionally try to take advantage of her trusting nature. An environment where people are at ease and support each other is likely to be preferred to a competitive, driven workplace. Klaudia is a good team player but also values being offered her share of the limelight. If you ask her a question she will readily give her views but is also likely to refer it to a few of her clos colleagues to gather opinions.

outine aspects of a project while she focuses her energy on creating the right working environment. Others may occasionally try to take advantage of her tru nature. An environment where people are at ease and support each other is likely to be preferred to a competitive, driven workplace. Klaudia is a good team layer but also values being offered her share of the limelight. If you ask her a question she will readily give her views but is also likely to refer it to a few of her

Different sections allow different numbers of statements to be highlighted. Each section will give you instructions below, for action.
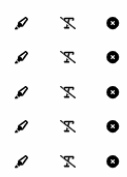
Once you have finished editing a section, you can click on another and begin the process again.

For bullet pointed sections such as Resilient Strengths. The tools will appear at the end of each statement. Hovering over the tools will reveal the action each performs:

Resilient Strengths

Key strengths someone with your colour preference may have:

- Personable and friendly
- Good natured and easy going
- Looks to create unity within the team
- Non-judgemental
- Will speak up for quieter colleagues

As you edit, highlighting resonant statements moves those statements to the top of the list and crossing out those that don't resonate, moves those statements to the bottom of the list.

Resilient Strengths

Key strengths someone with your colour preference may have:

- Non-judgemental
- Flexible and tolerant
- Personable and friendly
- Good natured and easy going

Notes

At the end of each section you have the option to add any notes you may have which could also include actions you have agreed to take based on your report.

Notes

You have not made any notes on this section yet. Click edit notes to save any notes you would like for future reference

Edit notes

Click Edit notes to add and then simply click Save Notes to save/exit.

Notes

Save notes

Once you have added notes, these will be visible at the bottom of the section under the heading but won't be shared with your personalised profile.

My Teams

This page gives details of the team wheels that you have been included in.

The page is split into three sections:
- at the top of the page you will find your **default team wheel** (the adapted team wheel)
- followed by a table listing all the team wheels you are a part of '**My Team Wheels**'.
- Finally at the bottom of the page is a search bar and a list of all the members of the organisation you share a team wheel with to enable you to search and view others' profiles, depending on permissions set.

On the top left hand side of the wheel is a green information button that reveals the team wheels overview for further information.

In the middle you have the ability to toggle between the natural team wheel and the adapted team wheel for this team.

The far right includes a button to display both the natural and the adapted wheels alongside each other for comparison.

Underneath the default wheel you will find questions to stimulate thought and discussion on what the team wheel might be showing.

You may find it useful to reflect on the following questions:

- What is the most dominant colour in your team – is there a cluster?
- How does a dominant style affect your ways of working and what impact might this have on those whose approach is dissimilar to the dominant style?
- Is the balance of the wheel affecting the culture of the team and possibly of the organisation?
- How will this team wheel balance affect the way the team are perceived by others and how people work with them?
- Are there any gaps in the adapted wheel? Who accommodates their style to fill those gaps?
- Are there strengths found in the natural team wheel that could fill any gaps in the adapted wheel with coaching and greater intentionality?
- Looking at the natural team wheel, under pressure what gaps may emerge?
- How would new team members with different preferences affect the team?

My Team Wheels

This lists all of the team wheels that you have been included in and that are accessible for viewing. These are listed by name, date created and date updated.

Here you have the option to choose which team wheel you would like to appear as your default in the My Teams page.

My Team Wheels

We display your most recent team wheel by default. You can set the default team wheel you would like to be displayed in the table below and click through to view a more in-depth look at each team wheel. Explore your team members profiles and highlighted statements by clicking the link in their names.

Team Wheel Name	Set as default	Date created	Date updated
Software Team	○	21/06/2022	07/02/2024
HR Team Wheel	●	11/12/2017	04/01/2024

The Team Wheel names are hyperlinks to take you to that team wheel.

Clicking on the name will open up that wheel.

Software Team

← Back

🛈 Team Wheels Overview   ⬤ View Natural Team Wheel   Compare Adapted/Natural
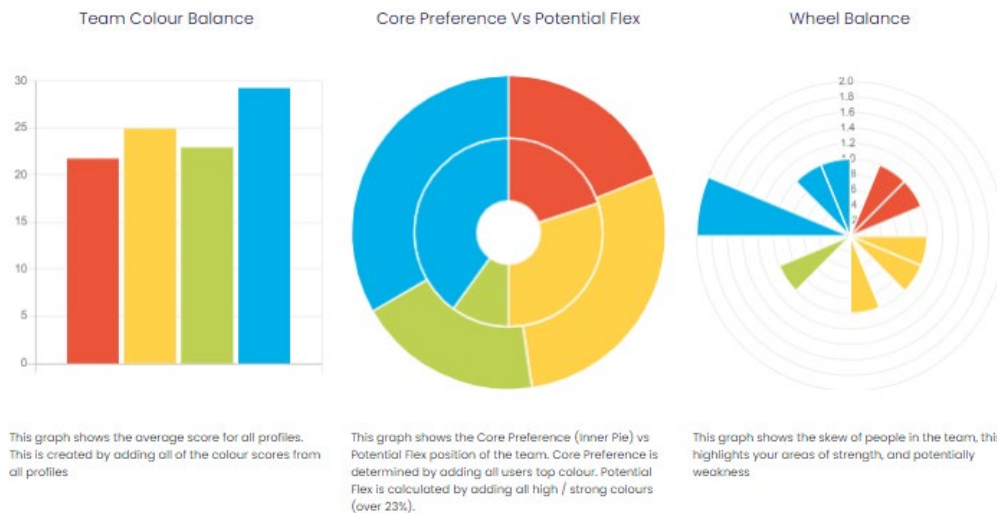
Adapted Software Team

1 Nate Stewart
5 India Gray
8 Kimberly Murray
9 Preston Simpson

Ryan Jones 4
Bobby Wood 7

You have the same ability to toggle between natural and adapted and compare these two alongside each other but in this view you will also see the additional graphs associated with this wheel.

- How will this team wheel balance affect the way the team are perceived by others and how people work with them?
- Are there any gaps in the wheel? Who accommodates their style to fill those gaps?
- How would new team members with different preferences affect the team?

Team Colour Balance	Core Preference Vs Potential Flex	Wheel Balance

This graph shows the average score for all profiles. This is created by adding all of the colour scores from all profiles

This graph shows the Core Preference (Inner Pie) vs Potential Flex position of the team. Core Preference is determined by adding all users top colour. Potential Flex is calculated by adding all high / strong colours (over 23%).

This graph shows the skew of people in the team, this highlights your areas of strength, and potentially weakness

Viewing Team Members

In team wheel view, each person's name can be clicked to drill down into further info on your team members.

You will see different information depending on what overall organisation or individual permissions have been set.
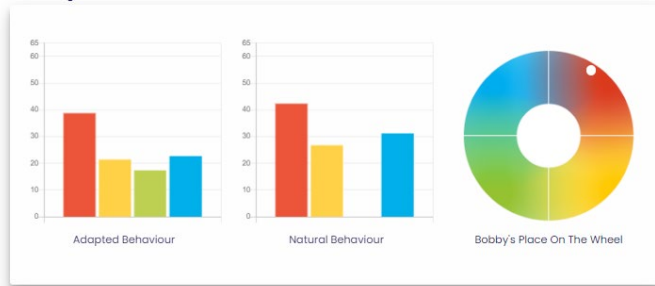
There are various levels of permissions:
- Graphs and wheels
- Highlighted sections/statements
- Full unedited sections/statements

This may be their whole report or only certain sections dependent again on what overall and individual permissions have been set.

Clicking on one of the names, opens their profile. If you have permission to view their sections, these will appear below the graphs and wheel with section titles on the left and section text on the right.
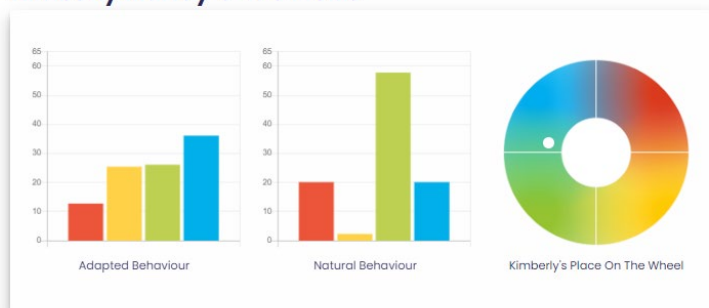
Bobby Wood C-me Profile

Adapted Behaviour | Natural Behaviour | Bobby's Place On The Wheel

← Back

Overview	This section provides a broad outline of their preferred ways of doing things.
Resilient Strengths	When nearing the end of a challenging project, he can push others as hard as he pushes himself, putting pressure on those that don't see his clear vision. However, before offering his incisive view, a
Areas for Development	pause to express appreciation for others' input may make his own ideas more acceptable. It may be difficult to win even the small points when debating with Bobby. Bobby prefers to work out his own way
Team Contribution	of tackling a task assigned to him; he may not always read the instructions. Meeting the objectives on time is often so important to him, he can be surprised that some of his colleagues are more
Effective Communication	concerned about the people issues. Although delivery is key for him, he also needs to be tolerant of those less single-minded. He likes a hands-on role where he can keep everyone else on the straight
Ineffective Communication	and narrow. He is usually ready to make decisions quickly because he is confident in his ability to sort out the details as things progress.
Blind Spots	
Enabling Engagement	Bobby is prepared to push the boundaries of what has been tried before. Bobby is optimistic and

Where a section is set to highlighted statements only, this is an example of what you might see ...


Kimberly Murray C-me Profile

Adapted Behaviour | Natural Behaviour | Kimberly's Place On The Wheel

← Back

Overview	Communication preferences, do:
Resilient Strengths	• Ask how she would like the process to work
Areas for Development	• Take time to communicate your thoughts
Team Contribution	• Take care not to rush her
Effective Communication	
Ineffective Communication	
Blind Spots	
Enabling Engagement	
Role Agility	
Positive Ways of Handling Setbacks	
Less Positive Ways of Handling Setbacks	

If they haven't yet interacted with their report you might only see this …
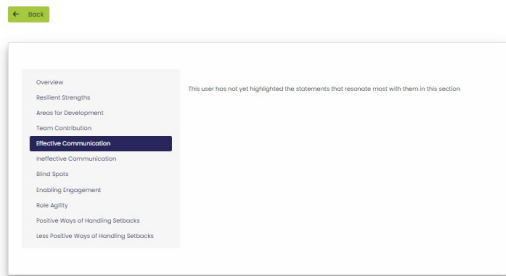
You are able to look at your own report through the team wheel view also. In this view your report will appear in the same format as above i.e. with the sections listed on the left hand side.

Leland Owen C-me Profile
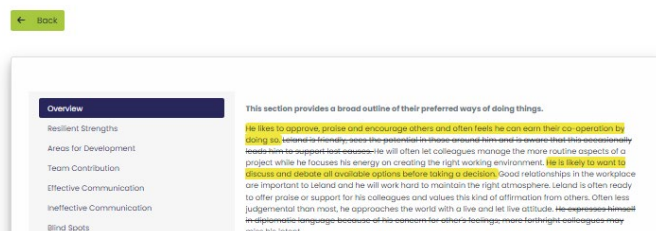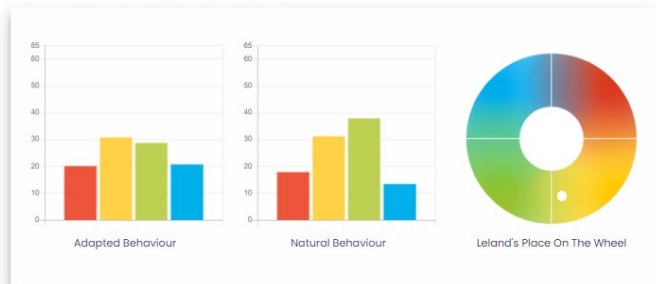
If you do not have permission to see the user's information you will see their graphs and wheel at the top of the page and in the bottom half of the page you'll see a message saying no sections are visible for this profile.

No sections are visible for this profile.

Searching Team Wheel Members

Underneath your list of team wheels is a search bar where you can search for those you share a team wheel with by name. A list of those organisation members will also appear in the table below. These are listed by User name, Team Wheel shared and their top two colours.

This gives you another option for searching and viewing others' profiles. You can click their names to see further information, dependent on permissions granted, as before.
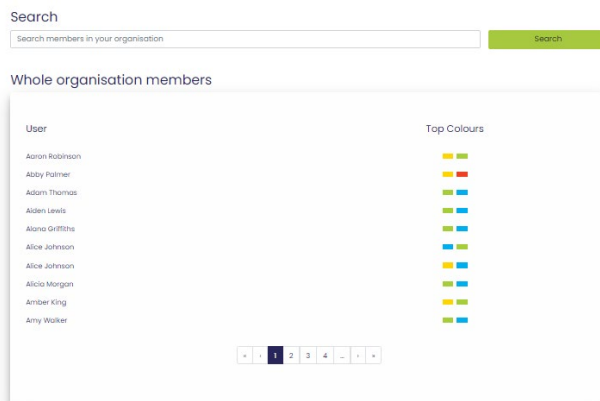
My Organisation

This is where you can search and view the profiles of other people in your organisation, not restricted to only those you share a team wheel with (where permissions have been given).

At the top of the page is a search bar which enables you to search by name for any individual in your organisation.

Underneath this box is a list of the users associated with your organisation that have signed up to the C-me platform, displayed by User name and their top two colours.

You can click on a user name to view their profile. Depending again on what organisational or individual permissions have been given, you may see their full report or sections of their report, in full or summarised (highlights).

If no permissions are set to share only their graphs and wheel will be seen with the following message appearing below.
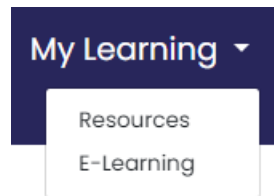
My Learning

Here you'll find all the information you need to help you to get the most out of your C-me profile.

The information here aims to give you a foundation knowledge of C-me, helping to give you a fuller understanding of C-me colours and how they map to behavioural preference and ultimately how the value of this can be applied personally but also in teams and in organisations.

Clicking on My Learning will give you drop down options of Resources and E-learning.


Resources

The resources aim to give you some quick reference guides to colour preference around the wheel in various contexts.

E-learning

Our library of micro e-learning courses take you through the functionality and application of C-me and are designed to help you maximise the value gained from your profile through interaction on our digital platform.

Clicking on E-learning will open up the course
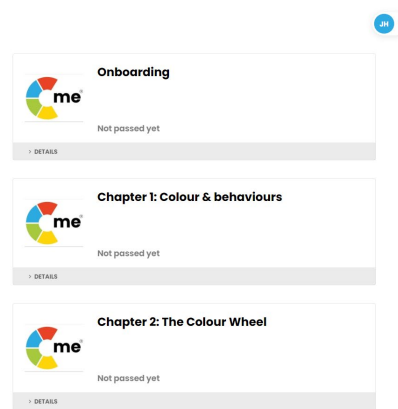
The level 1 course is broken down into chapters, followed by an assessment. Each chapter includes learning objectives, so you can track and measure your learning and development as you go.

The courses are designed to be bite sized and give you the ability to move through them at your own pace, starting and stopping at any time. You can choose to go through the course alone or you can work through with your colleagues to help activate the learning, it is up to you, and your team, to decide what works best for you.

We recommend that you have your C-me profile open in a parallel browser tab so you can refer back and forth during the course.