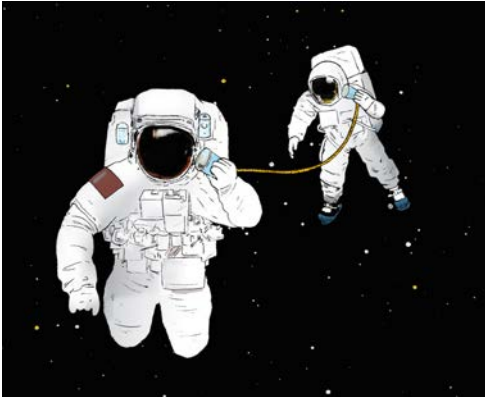


Guide to the Family and Business

Communication360



This instrument is for training and planning by business families, with the support of a family member, family business advisor, or consultant.

We will make a **Facilitators Feedback Report** with the identity of the respondents available to the Facilitator – the person who creates the survey and invites the respondents. Your completing of the survey grants your consent for the Facilitator to use the data in training and planning activities with the family.

To protect confidentiality among individual respondents, the answers to the survey will be collated in the Individual Feedback Report.

Except to the Facilitator, none of the information you provide will be identifiable as coming from you, **unless you voluntarily offer personal information** in the narrative or comment boxes.

www.familyandbusinesslearning.com

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Step 1 Facilitator to Login at www.fab-learning.com

Sign up with your email and a password of minimum 8 digits

**FAMILY AND BUSINESS
LEARNING**

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English ▾



Username

Password

Sign up

Login

Forgot password?

Step 2 In MY DASHBOARD, click Create survey for Communication360. Then add family members (respondents) by providing their Email addresses and Names. The Communication360 requires a minimum of one respondent (including yourself) with no maximum limit.

MY DASHBOARD

AVAILABLE SURVEYS

Name	Action
Communication360	Price ► Create survey
Advanced360	Price ► Create survey
Basic360	Price ► Create survey

PAYPAL or CREDIT CARD

STRIPE

Continue with PAYPAL or CREDIT CARD

Billing

Communication360	
x4	
# of respondents	\$10.00
x4	
# of respondents	\$8.00
x0	
# of respondents	\$5.00
x0	
Total (USD)	\$40.00

Step 3 Your promo code **FBN0220** is for upto 10 respondents free. Redeem at the billing page, and make the payment if you add more than 10 respondents (including yourself)

FBN0220

Redeem Multiple Promo-Codes?

Back

Step 4 You may click [Begin survey](#) on MY DASHBOARD to start your survey. Your respondents will receive an email from Family and Business Learning with the subject "You are invited to complete the Communication360 for {your survey name}" with a unique link to complete the family's survey. **Remind your family to complete it before the workshop begins so you can bring along the report to class.**

MY SURVEYS

Type	Status	Name	Expiry date	Completed/Invited	Action
Communication360	Active	FBN Comm Exercise	2020-04-15 16:00 UTC	0/4	▶ Begin survey ■ Close survey ↗ Invite ↻ Re-Invite ▶ FFR ■ Analyse

Additional functions on **MY DASHBOARD** for the Main user or Facilitator

- Completed/Invited: to track who has or has not completed the survey
- Close survey (prior to the expiry date, and even when some have not yet completed the survey)
- Invite and Re-Invite respondents,
- FFR: view the Facilitators Feedback Report when the survey is closed
- Analyse your own report at any time.

Step 4 What's in the Communication360?

There are 10 **Communication Effectiveness statements** you will rate on a scale of 1-5 with 1= "Does not describe our family" and 5 = "Very well describes our family"

You will see your total score and a table to interpret your score.

Then answer 3 open-ended Discussion Questions to share your family specific thoughts.

All respondents will be reminded that their completion of the Communication360 grants their consent for the Facilitator to view and use the data in family training and planning activities.

This survey should take no more than 10 minutes to complete.

Step 5 Once the survey is closed, an email from Family and Business Learning with the subject “The Communication360 report for {your survey name} is now ready for your review” with a link to each Individual Feedback Report will be sent to all respondents.

The main user or Facilitator will also receive an email to the Facilitators Feedback Report.

Please bring a copy of your report and the Facilitators Feedback Report to class.

Need help? Check www.familyandbusinesslearning.com/faq.html
or
email kay@fab-learning.com