

## Getting Ready for **IMPOWER**

### A Step-by-Step Guide towards **IMPOWER** Session #1



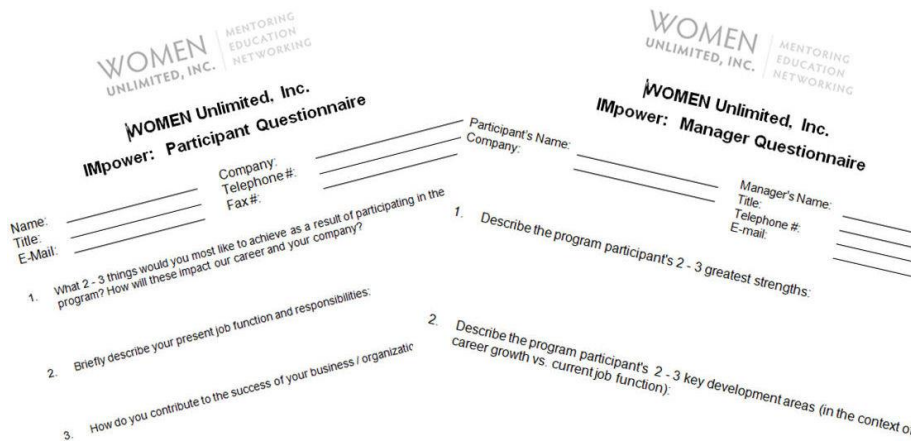
#### What's first?

Korn Ferry VOICES® on-line 360 assessment. A separate email along with detailed instructions will be sent to you this week from [Voices@KornFerry.com](mailto:Voices@KornFerry.com).

**Step 1.** You will receive an email along with detailed instructions from [Assessment Center](#). **IMPORTANT:** Please access this email and complete Rater information by **March 29, 2017**.

**Step 2.** On **March 30th** once your rater list is received and processed, you and your raters will receive an email from [Voices@kornferry.com](mailto:Voices@kornferry.com) with the survey link and cut-off date. You will have access to self-check your survey status.

#### Participant Questionnaires



Questionnaires will be reviewed by your **IMPOWER** Program Manager. Your Manager will be sent a separate questionnaire to complete and submit.

#### Here's how:

1. Open Program Resource Link:  
( [https://www.women-unlimited.com/documents/resources/njim15\\_impower\\_resource\\_links\\_page.pdf](https://www.women-unlimited.com/documents/resources/njim15_impower_resource_links_page.pdf))
2. Choose **Participant Questionnaire** and save to your computer. Complete and return to Rebecca Given by April 18, 2017.

## We ask you to please:

**Send us your photo** – A Participant Photo Directory will be created and emailed to you after the second workshop. Please send a headshot photo in a jpeg file to Rebecca Given by April 18, 2017.



## What's Next?

"Welcome" WebEx Conference Call on **Tuesday, April 18, 2017 from 12:00 - 1 pm CST**. *You will be sent an Outlook Meeting Request.* Your acceptance will serve as your RSVP.



The Resource Link is specifically for your **IMPOWER** Experience.

✓ Visit "**Program Schedule & Logistics**" to mark your calendar.

The first **IMPOWER** Session will be held on **Tuesday, April 25, 2017** at **Hyatt Lodge-Hamburger University-Oak Brook, IL**. Start time is 8:30 am.

## Questions?

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