What is CCL Compass for?

CCL Compass is an online tool that provides competency information and actionable tips to assist you with creating your leadership development plan and coaching others.

How do I get oriented to the site?

Watch the demonstration video located here: **https://vimeo.com/167145073**

What are competencies?

A competency is a broad human capability made up of an interrelated set of knowledge, skills, and perspectives. Leadership competencies point to a capability that distinguishes superior leader performance.

The competencies in this tool are grouped into five areas:

- Leading Self
- Leading Others
- Leading Managers
- Leading the Function
- Leading the Organization

How do I find a specific competency?

Type in the name of the competency in the search field and press the search icon. Any competency with that word will be returned.

How are goals used?

Development goals help you focus your efforts on key improvements that you've identified to continue your leadership journey. Often, these are tied to core competencies needed to be successful at your leadership level in the organization.

How do I add a goal?

Either from the Home Screen **Add a Goal** button or click on **Goals** in the upper right corner.

What makes a goal effective?

Effective Goals are:

- Quantifiable – progress can be measured.
- Realistic – achievable and a relevant priority.
- Concise – as specific as possible.
- Continuous process – when one goal is met another should be set.

What are action items?

Action items identify the specific steps you will take to change your behavior, develop a competency, or accomplish a goal. They should be measurable and include deadlines.

Can I add the action items to my calendar?

Yes, click the **Download to Calendar** button next to the due date.

Am I able to download/print my goals?

Yes. Select a goal and select the **Download this Goal** link to access a PDF of that goal.

Can I see all of my goals and their statuses?

Yes. Go to **Goals** and select the **See All Goals** link. A list of your goals and their individual statuses will be available.

Can I share my goals with others?

Yes. Go to **Goals** and select the **Share this Goal** link to be able to email anyone a copy of your goal.

What devices are supported?

Tablets and PCs are supported with access to the internet.

What are the technical requirements?

Browsers:

- IE10 or higher recommended
- Chrome
- Firefox
- Safari

Browser settings:

- JavaScript is required
- Cookies must be enabled

How do I contact CCL?

Once signed into Compass, use the **Contact Us** link in the lower right footer. This displays phone numbers and has the option to quickly send an email for assistance.