

Team Culture Map Tool - Guide

Helps with Team Culture Map Tool setup, and Member management

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Contents

- Purpose of the Document.....2**
- Team Leaders/Administrators access:.....3
 - Access to the My Account area3
 - Team Culture Map Management Tools Page4
 - Add new members to Team5
 - View list of Current Team(s) and members details8
- Team Members access:9
 - I am a Team Member.....9
 - Invalid Access10
 - Valid Access Codes.....11
 - Report/Results Page12
 - Comparing your results with other team members13
 - Repeat Access14

Purpose of the Document

This document provides instructions on how to access, configure and update the Team Culture Map tool.

- Section **Team Leaders/Administrators access** is intended for Team Leaders / Administrators to understand how to properly set up your team.
- Section **Team Members access** explains Team Members how to access the tool.

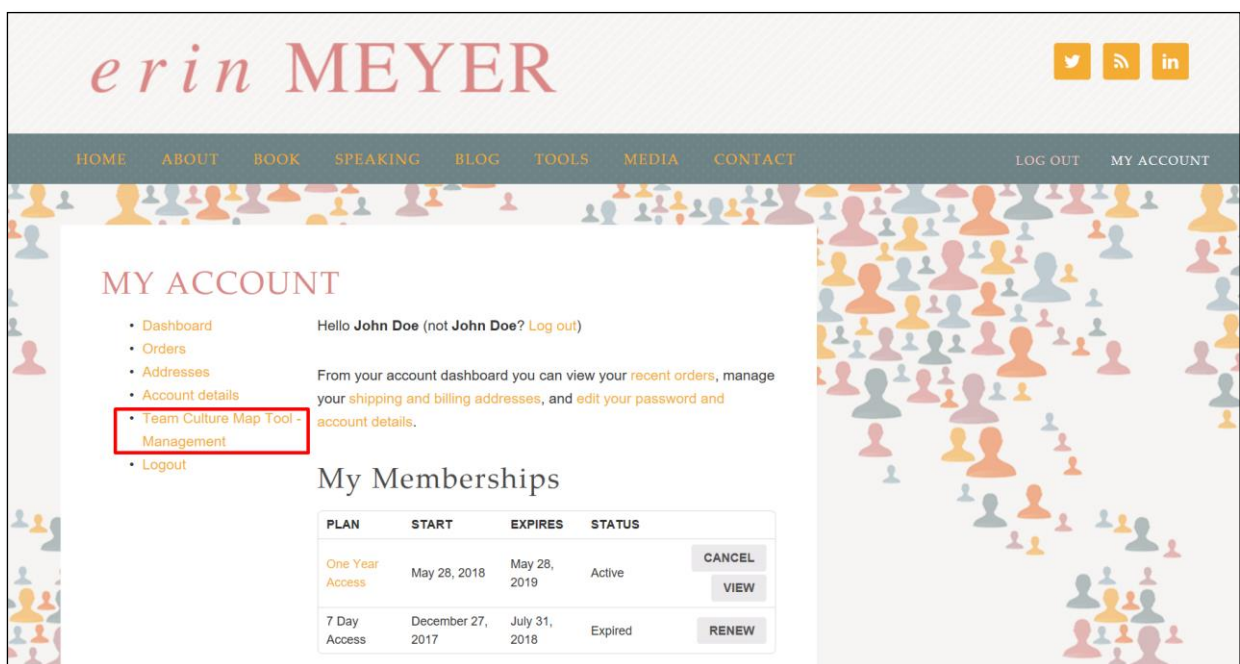
Tip: If you are not a team Leader/Administrator but just want to know how to use the tool after receiving your Team Code and your Team Member Code, please go to section **Team Members access** of this document directly.

Team Leaders/Administrators access:

You should be able to log in to the 'MY ACCOUNT' page (www.erinmeyer.com/my-account/) using the access credentials sent to you in the confirmation email you received after you purchased the product(s).

[Note: If you have not received a confirmation email, please write to us, and we shall help you to sort that access]

➤ Access to the My Account area



To Access the “Team Culture Map Tool’s” management area, click on the “Team Culture Map Tool - Management” link in the left-hand menu as shown below (highlighted in red).

➤ Team Culture Map Management Tools Page

Once you have clicked on the menu link, you will be given the following options:

- Add new members to a team
- View list of current team(s) and members details
- Purchase new team licenses

The screenshot displays the 'MY ACCOUNT' page. On the left is a sidebar menu with links: Dashboard, Orders, Addresses, Account details, Team Culture Map Tool - Management (highlighted), and Logout. The main content area is titled 'Team Culture Map Tool - Management' and contains a list of three options: 'Add new members to teams', 'List of current teams, and members details', and 'Purchase new team licences'. This list is enclosed in a red rectangular box. Below this, a green rectangular box contains detailed instructions for using the tool, including steps for adding new members and sending access codes, as well as a link to the tool usage instructions guide.

MY ACCOUNT

- Dashboard
- Orders
- Addresses
- Account details
- Team Culture Map Tool - Management
- Logout

Team Culture Map Tool - Management

- Add new members to teams
- List of current teams, and members details
- Purchase new team licences

Please follow these important Instructions on using the Team Culture Mapping Tool:

If there are no team members added yet, then -

1. Use the Add new members to teams (link above) or simply click [here](#)

If team members are already added, then -

1. Use the Add new members to teams (link above) or click [here](#). Your are limited by the available licences for that team.
2. To send the team members their access codes, please click on the "List of current teams, and members details" (link above), and then proceed to click on "Download members" link against the team.
3. You can send then team members their access codes by forwarding to them the downloaded file along with the following link: <https://www.erinmeyer.com/team-culture-mapping-tool-access>
4. You can return to the [My account page](#) to manage your Team Culture Map Tool.

Tool usage Instructions guide

1. Download and Refer to the complete instructions guide [here](#)

A **Team** is any group of 2 or more people that you have selected and whose Culture Map profile you want to compare to one another. For the system to know which individuals you want to compare with each other, you need to group them as a Team and need to give the Team a name.

A **member of a Team** is any individual that you want to include in a Team in order to allow them to compare their profile to that of other members from their Team. You can have anything between 2 and 100 members in a Team.

The tool needs you to setup the teams, members, and then provide the members with the access code to use the tool. The details and sequence of the steps to take are provided below as well as on the MY ACCOUNT page as indicated in the green box above.

➤ Add new members to Team

If you are creating a team for the first time (usually right after having purchased the tool and once you have gotten your log-in information), this is where you create the list of team members that you want to map out against each other. If you have already created a team, this is also where you can add team members to existing Teams.

TEAM CULTURE MAPPING TOOL - MANAGEMENT

Select a team to add the members

Marketing (3/10) ▾

Please enter the team member(s) details:

#	FIRST NAME	LAST NAME	NOTES
1			
2			
3			
4			
5			
6			
7			

+ ADD MORE ROWS

NEXT >

In order to create a Team Member list, you need to do the following:

Selecting of Team to which you want to add the member to. It is important to choose the right team, as the licenses are not transferable between teams. Also, if a team current usage is equal to the purchased limit, you will not be allowed to add a participant to that team. So, make sure you choose a team with available licenses.

For example, if the purchase limit is 7, and used licenses are (say) 2, because you have previously created two members, then the tool will only allow you to create up to 5 more licenses. You cannot create more than the allowed limit.

To help you understand how many licenses have been used, the Team details in the Drop-Down selections reads as:

Team name (Number of Used Licenses / Total Purchased Licenses).

Ex: Marketing (3/10): The Team name is Marketing, 3 Licenses have been used out of the 10 purchased.

Adding Team Members to the Team:

Just type in the first name, last name and any notes you might need making sure you complete with one line per member:

- **First Name:** denotes the participant's first name
- **Last Name:** denotes the participant's last name
- **Notes:** can be used to add any notes such as the participant's department or other information. This will not be used anywhere in the tool, but merely is provided for your reference. It can be useful if you are managing multiple teams so that you can identify each team by department, team member's functions or others.

Click on "+ Add more rows" if you need to add more Team Members and on "Next >" to add the members. Once the "Next >" is clicked, the tool validates the team member data provided in the form and process them to be added into the system.

On the results page, you will see the group name to which the members have been added and the report detailing the members added, skipped (– if any due to errors), and the detailed next steps to be taken after the members have been added to the team.

TEAM CULTURE MAPPING TOOL - MANAGEMENT

You are adding the following members to the **Marketing.**

#	FIRST NAME	LAST NAME	NOTES
1	Nicole	Thilara	Product Marketing Manager
2	Pricy	Garims	Engagement Lead
3	Maurice	Lee	Lead Content Editor

Adding new Team Members is completed.

Results:

Members **added** - 3

Members **skipped** - 0

Please follow the next steps as listed below:

1. Please [click here to download](#) the member access codes.
2. You can send team members their access codes by forwarding to them the above file along with the following link: <https://www.erinmeyer.com/team-culture-mapping-tool-access>
3. The set up of your team is now completed. You can return to the [My account page](#) page to manage your list of team members.

The above is an example where you have added 3 new participants, and all 3 have been successfully imported from the file, and access has been created. The link "click here to download", allows you to download the access codes of current and newly added members.

If you click on the "Click here to download" link at the bottom of the page, the resulting file will give for each Team Member the Group Name, the Team Member first and last name, the notes, the Team Code and the unique team Member Code as well as an individualized Team Member link (Unique Direct Access Link) that you can then send to the Team Members so that they can access the tool.

➤ View list of Current Team(s) and members details

In this Option, you can view the list of all the existing teams you have created as well as their usage. You can also download the team member's access details separately for each team.

TEAM CULTURE MAPPING TOOL

Current Team List -

#	TEAM NAME	TEAM CODE	MEMBERS CREATED	MEMBERS LIST	CREATED DATE
1	Accounting	OV5N	10 / 10	Download access	February 4, 2019 10:22 PM
2	Sales	EZOA	10 / 10	Download access	February 4, 2019 10:14 PM
3	Marketing	A74E	7 / 10	Download access	February 4, 2019 01:02 PM
4	IT Services	CNSQ	0 / 10	Add members	February 4, 2019 12:48 PM

Please follow these important Instructions on using the Team Culture Mapping Tool:

If there are no team members added yet, then -

1. Add team members to the newly created team by clicking on the "Add members" link for a given team.

If team members are already added, then -

1. Add more team members to your team with available licences by clicking [here](#).
2. Please click on the "Download members" link above to download the member access codes for a given team.
3. You can send team members their access codes by forwarding to them the downloaded file along with the following link: <https://www.erinmeyer.com/team-culture-mapping-tool-access>
4. You can return to the [My account page](#) page to manage your Team Culture Map Tool.

Team name is the name you have given your team(s) when you first created it/them

Created Date is the date the Team name was first created

Team Code is the common code to be used by all team members while they are accessing the questionnaire. This tells the tool which users belong to what team and upon questionnaire completion, it will map out each team members that have used the same team code. The Team code needs to be given to Team members when they register.

Licenses Usage shows how many team members are currently part a specific Team. It can be anything from 2 to 7. The number of members per group has been artificially limited at a maximum of 7 for ease of reading of the results map. If the number of team members is less than the number of licenses purchased, then you can add new members to the team in the future at any time until the lesser of 7 or the number of licenses purchased is reached.

Members List column shows you a Download link that is specific to the Team. Clicking on Download gives you a .CSV file that can be opened in Microsoft Excel or a plain note pad as well. It contains the access code details for each team member. You as an Administrator of the team, need to provide the Team code details to each team member as indicated in this file.

Every time, a new team member is added, that member gets a new code with no impact on existing team members.

Instructions:

The steps to follow after a team is created are detailed at the end of "Add new members to teams" screen as well as here in the "List of current teams, and members details" screen for your reference. Please ensure that these steps are followed thoroughly to make best use of the tool features, and member management.

Team Members access:

➤ I am a Team Member

A Team Member is any individual that is part of a Team as defined by the Team Leader. You are the one, taking the questionnaire and comparing the results with that of your team members. There are two ways to access the tool as a Team Member. Your Team Leader/Administrator can send you a link that will permit you to access the tool directly. The link will look something like this:

<https://www.erinmeyer.com/team-culture-mapping-tool-access?refCode=2QSH-2453>

This link is a direct access setup, where you will be presented with the questionnaire directly, and does not require you to provide any codes.

Alternatively,

your Team Leader/Administrator might have given you just your Team Code and Member Code. The Team Code is alphanumeric code made up of at least one number and 3 letters and it is shared by all members of the same team. The Member Code is your unique 4 digit number code. You will need both to access the tool after clicking on the following link:

<https://www.erinmeyer.com/team-culture-mapping-tool-access>

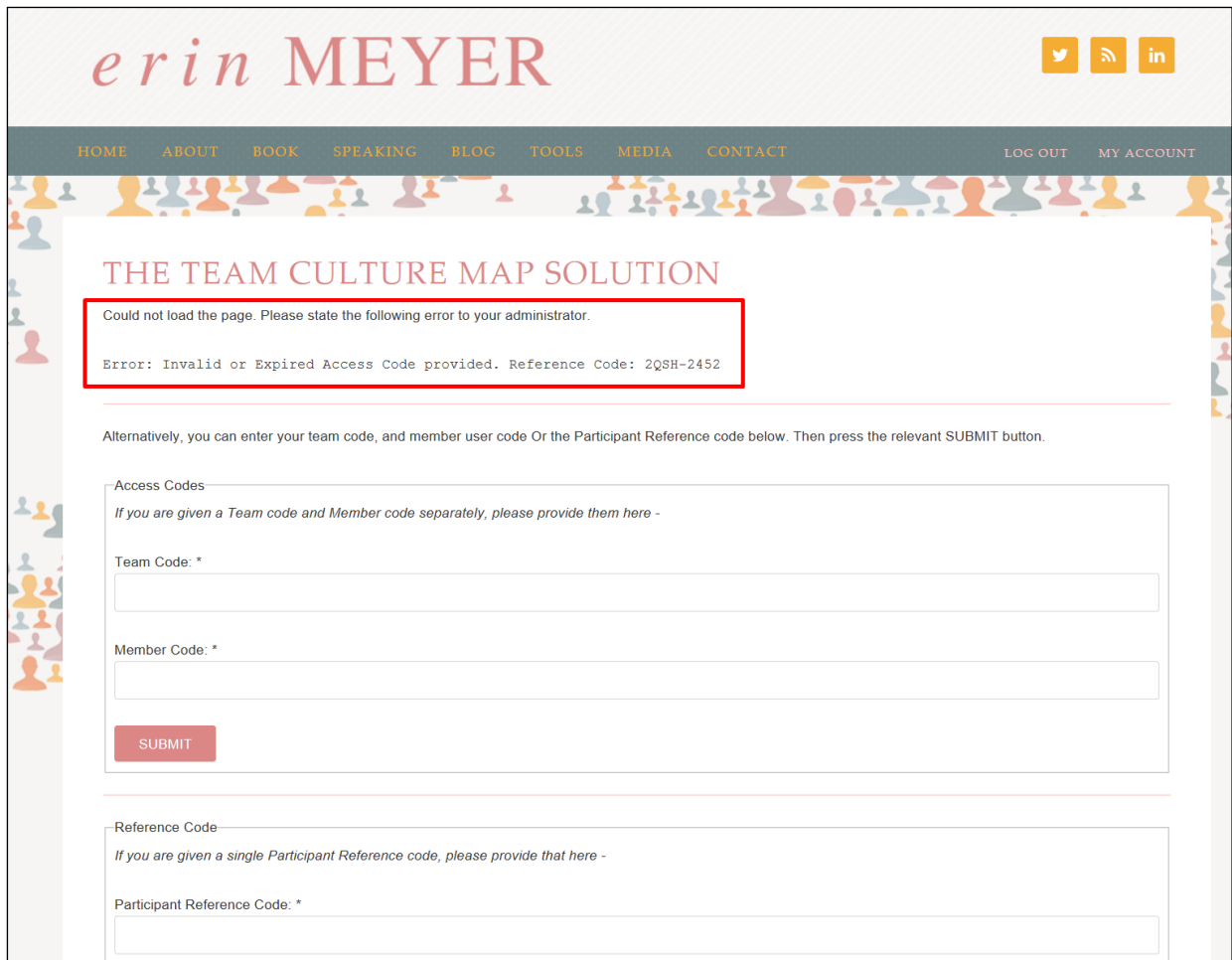
The screenshot shows the Erin Meyer website's team culture mapping tool access page. The header features the 'erin MEYER' logo in red and orange, with social media icons for Twitter, RSS, and LinkedIn. A navigation bar includes links for HOME, ABOUT, BOOK, SPEAKING, BLOG, TOOLS, MEDIA, CONTACT, LOG OUT, and MY ACCOUNT. The main content area is titled 'THE TEAM CULTURE MAP SOLUTION' in red. Below the title, a message states: 'You can enter your team code, and member user code Or the Participant Reference code below. Then press the SUBMIT button.' There are two sections for input: 'Access Codes' and 'Reference Code'. The 'Access Codes' section includes a red box around the title, a sub-instruction 'If you are given a Team code and Member code separately, please provide them here -', and two text input fields labeled 'Team Code: *' and 'Member Code: *'. A red 'SUBMIT' button is below these fields. The 'Reference Code' section also has a red box around the title, a sub-instruction 'If you are given a single Participant Reference code, please provide that here -', and a single text input field labeled 'Participant Reference Code: *'. A red 'SUBMIT' button is below this field.

On that page, you will have to either fill in the **Access Codes** section with the Team Code, and Member Code or the **Reference Code** part. If the provided code is valid, then the Questionnaire page will load for you to answer that will then be used as part of your team culture map.

Note: A Reference Code value will always have a '-' in the middle, and should be typed as-is to be valid. Ex: 2QSH-2453, should be typed as-is, including the hyphen.

➤ Invalid Access

In the case of an Invalid or Incorrect access codes being entered, an error message will be displayed. Please pass it on to your Team Leader to help sort out your access issues.



The screenshot shows the Erin Meyer website with a navigation bar and a decorative border of colorful person icons. The main content area is titled "THE TEAM CULTURE MAP SOLUTION". A red-bordered box highlights an error message: "Could not load the page. Please state the following error to your administrator. Error: Invalid or Expired Access Code provided. Reference Code: 2QSH-2452". Below the error message, there is a section for "Access Codes" with a "SUBMIT" button, and a section for "Reference Code" with a text input field.

erin MEYER

HOME ABOUT BOOK SPEAKING BLOG TOOLS MEDIA CONTACT LOG OUT MY ACCOUNT

THE TEAM CULTURE MAP SOLUTION

Could not load the page. Please state the following error to your administrator.
Error: Invalid or Expired Access Code provided. Reference Code: 2QSH-2452

Alternatively, you can enter your team code, and member user code Or the Participant Reference code below. Then press the relevant SUBMIT button.

Access Codes
If you are given a Team code and Member code separately, please provide them here -

Team Code: *

Member Code: *

SUBMIT

Reference Code
If you are given a single Participant Reference code, please provide that here -

Participant Reference Code: *

➤ Valid Access Codes

When a valid access code is provided, the tool loads up with the Questionnaire section.



The screenshot shows the Erin Meyer website interface. At the top, the name 'erin MEYER' is displayed in a red serif font. To the right are social media icons for Twitter, RSS, and LinkedIn. Below this is a dark blue navigation bar with white text links: HOME, ABOUT, BOOK, SPEAKING, BLOG, TOOLS, MEDIA, CONTACT, LOG OUT, and MY ACCOUNT. A decorative border of colorful human icons separates the navigation bar from the main content area. The main content area has a white background and features the title 'THE TEAM CULTURE MAP SOLUTION' in a red serif font, followed by 'by Erin Meyer' in a smaller black font. The text describes the tool's purpose: to help managers understand cultural differences by comparing their own style with others. It lists two steps: 1. Responding to a questionnaire to create a Personal Profile, and 2. Comparing results with team members to create a Culture Map graph. It also mentions that results are immediate and can be saved or printed. Below the text is a form with a dropdown menu labeled 'Select' and a question: 'What is your nationality or what nationality do you associate with most?'. At the bottom, there is a section titled 'Consider your own preferences at work. Indicate your level of agreement with the statements below.' with the first statement: '1. I strive to communicate simply, clearly, and explicitly. I avoid reading (and speaking) between the lines.'

erin MEYER

HOME ABOUT BOOK SPEAKING BLOG TOOLS MEDIA CONTACT LOG OUT MY ACCOUNT

THE TEAM CULTURE MAP SOLUTION

by Erin Meyer

Even seasoned, cosmopolitan managers often have oversimplified ideas about how people from other cultures operate. That's because they tend to zero in on just one or two elements- communication, for example, or decision making. But culture is more complex than that. To get an accurate picture, you need to gauge cognitive, relational, and behavioral differences along the eight dimensions introduced by cross-cultural management expert Erin Meyer in her book: *The Culture Map: Breaking Through the Invisible Boundaries of Global Business* (Public Affairs, 2014).

The Team Culture Map Solution is divided into two parts:

1. First you are asked to respond to a short questionnaire to determine your cultural profile (Personal Profile) against that of others from your own culture. The Questionnaire allows you to find out how your own style of giving feedback, establishing trust, and making decisions (just to get started) compares to others from your own culture.
2. Once you have established your Personal Profile, you can compare your results with those of your team/group members on one graph. You can pick and chose between 1 to 6 of other completed members and create a graph that will highlight the main similarities and differences along the 8 dimensions of the Culture Map.

Results are immediate and can be saved and printed if you wish to do so. A brief explanation of all 8 dimensions is also given at the end of the results page so that you can make sense of your results.

What is your nationality or what nationality do you associate with most?

Select

Consider your own preferences at work. Indicate your level of agreement with the statements below.

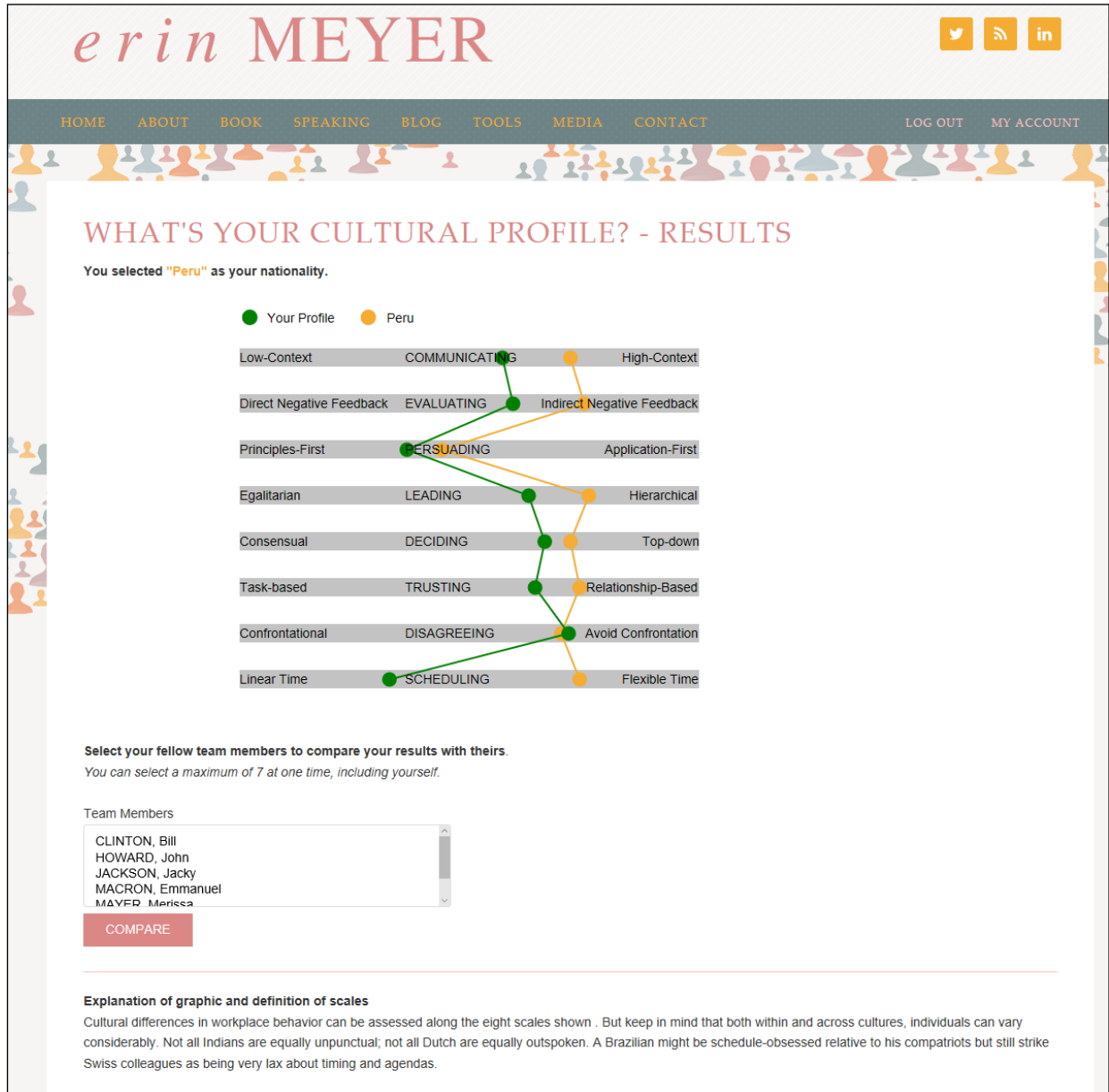
1. I strive to communicate simply, clearly, and explicitly. I avoid reading (and speaking) between the lines.

The Tool has 24 different set of statements and needs you to provide your agreement levels to them varying from Strongly Agree - to - Strongly Disagree.

Once you have completed the Questionnaire, the tool calculates the results and generates a report in the form of a graph (that we call the Culture Map), as well as gives you the options to compare your results with that of other members of your team.

➤ Report/Results Page

The results page details the outcome of your responses along the 8 dimensions that comprise the Culture Map. It also give you a list of your team members whose data you can compare yourself with, as well as an explanation of each of the scales.



➤ Comparing your results with other team members

The tool's results page allows you to compare your results with those of your team members, limited to 7 team members at a time (otherwise the map will be difficult to read). The tool only shows the members that have completed the questionnaire, so it could be a case where if you have completed the questionnaire before anyone else, the "Team Members" section will be empty. You may have to access the tool again later thereby allowing others to complete the questionnaire first.

Select your fellow team members to compare your results with theirs.
You can select a maximum of 7 at one time, including yourself.

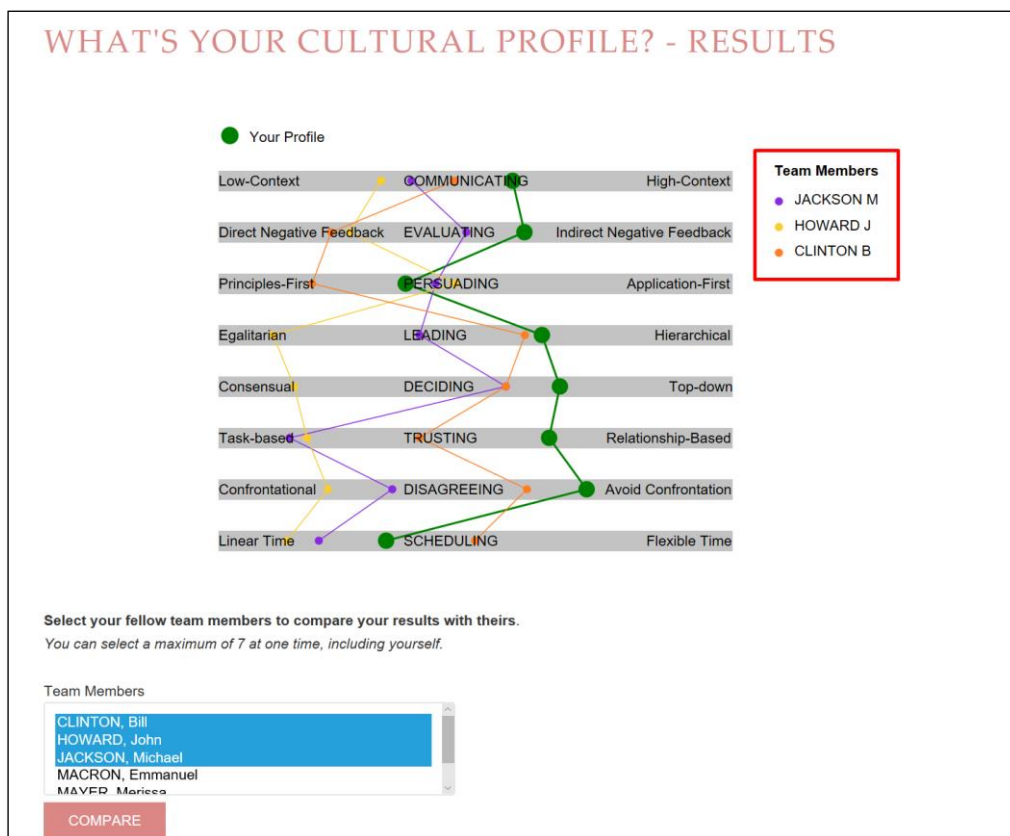
Team Members

CLINTON, Bill
HOWARD, John
JACKSON, Michael
MACRON, Emmanuel
MAVER, Marissa

COMPARE

To select other members of your team, click/tap on the Team Member name(s) and then click on the COMPARE button.

Tip: To select more than 1 team member, hold the Ctrl key on the keyboard, and then tap/click on the names. If you are on a touch device, you may have to long press on the first name, and just do a one-time tap to select subsequent names.



The selected team members are shown, and their results are shown on the graph. You may repeat this process, by de-selecting certain current members, replacing them with others up to the previously stated limit of 7 at a time. You should either print the results or save them on your computer for offline viewing.

➤ Repeat Access

The Team Culture Map access codes allows you to visit the tool any number of times. It does not give you the option to answer the questionnaire again, but gives you the option to compare your results with any of the other team members (up to 7 at a time).

