

## Versatility Check Up (VCU) Informational Sheet

**When to use:** When the client added VCU as a new product.

**Administrators should know the following:**

- VCU is a follow-up report for Learners that have already completed the Multi-Rater SOCIAL STYLE and Enhanced Versatility Profile report.
- Learners must know their SOCIAL STYLE.
- VCU can be handled as a self-study course or a facilitated-led session.

**Administrative Point of View:**

- The **Learner Reports** screen contains different options:
  1. Report Available to Learners box – The choice to make Achieving Higher Versatility product guide available to Learners.
  2. Report Generation & Notification box – When should the reports be generated? These sessions have a 3<sup>rd</sup> option: **X Days After First Rater Invite**. This option calculates initial report generation for each learner separately – depending on when each Learner first invites raters. (Note: Since Report Date is potentially different for each Learner, the MAX system does not recognize specific generation dates.)
  3. If the option **X Days After First Rater Invite** is chosen a new column will appear in the Learners Currently Enrolled box. The column labeled **First Rater Invitation** will display the date the Learner has invited the first Rater.
- Recommendations for self-study courses:
  - Take advantage of the **Custom Learner Invitation Text option** to explain the self-study timeline. Also, explain they will receive an email once the report has been generated.
  - Choose the **X Days After First Rater Invite** option, so the Learners are not waiting on other Learners to receive their report.
  - To notify the Learner when the VCU report is available, check the Learner box to the question Who should be notified when reports are generated?

**Learners Point of View:**

- Self-assessment is required.
- The Learner self-identifies his/her SOCIAL STYLE.