



The CatalystCo Platform MANAGER GUIDE

Week 39-40

September 24th, 2018





#TakeAction

Welcome to The CatalystCo Platform Manager Guide for the content cycle that spans **September 24th - October 7th 2018**.

The purpose of this Manager Guide is to provide you - as a Manager, Coach, or Mentor of a participant in The CatalystCo Platform - with the information you need to help you team member(s) translate **learnings into actions**.

A core element of The CatalystCo Platform is **facilitated accountability**. While participants are responsible for their own personal development, they cannot do it all alone.

We recommend that you ask your team member(s) the same questions that are posed in the content pieces for this cycle - these are included in the following pages of this Manager Guide.

Help them identify projects, stakeholders, categories or suppliers against which they can apply their learnings. Help create the safe space where learners are not afraid to fail. And challenge them on the action steps they propose to take, and are taking. By doing so, you are taking their learning from the screen to real life.

Each piece of content that a participant engages is a part of a micro-journey. Each micro-journey is a 6-week segment, comprising of 3 cycles, that covers one particular topic.

The table below shows where The CatalystCo Platform participants are on their current micro-journey.

↓ Current Stage

| Persona | Cycle 1: Content Sept 24 - Oct 7 | Cycle 2: Content Oct 8 - Oct 21 | Cycle 3: Checkpoint Oct 22 - Nov 4 |
|------------|--|------------------------------------|---------------------------------------|
| Catalyst | Holding Yourself Accountable to Your Goals | | |
| Technician | Risk Management: Identifying Supplier & Supply Chain Risks | | |
| Builder | Future of Procurement: From Vision to Roadmap | | |
| Architect | How Do Others See You and Your Value Proposition? | | |
| Pragmatist | Building a Supplier Innovation Roadmap (Part 1) | | |
| Coach | Coaching & Mentoring Styles | | |



Your Team

Use the table below to map every member of your team to the persona(s) that they are engaged with, and the persona(s) professional maturity level.

This helps ensure you are asking the right questions, to the right team members, based upon their chosen The CatalystCo Platform configuration.

| Name | Engaged? | Catalyst | Technician | Builder | Architect | Pragmatist | Coach |
|----------|----------|------------|------------|------------|------------|------------|------------|
| Person 1 | 50% | Advanced | N/A | Advanced | N/A | N/A | Advanced |
| Person 2 | 25% | Developing | Advanced | N/A | N/A | Developing | N/A |
| Person 3 | 100% | Developing | Developing | Developing | Developing | Developing | Developing |
| Person 4 | 80% | N/A | N/A | N/A | Advanced | Advanced | Advanced |
| Person 5 | 0% | Advanced | N/A | Advanced | Developing | Advanced | Advanced |

The above chart is for illustrative purposes, based on what the Manager Guide for The CatalystCo Platform Team and Enterprise versions will include.



Questions to Ask

Use the table below to determine what questions to ask your team member(s), based on their persona and professional maturity level:

note: for cycle 1, we asked the same questions to participants engaged in both the Developing and Advanced professional maturity levels.

| Persona | Maturity Level | Context | Questions |
|-------------------|-----------------------|--|---|
| Catalyst | Developing & Advanced | Holding Yourself Accountable: Make personal accountability the foundation of your development journey. | <ul style="list-style-type: none"> • What process and(or) tool will you use to hold yourself accountable on a daily basis? • What will you do to create a "check-in" time every week to track your progress towards your goals (e.g. set up a weekly meeting notice in your calendar)? • How will you use your network (a manager, peer, coach, family member) to keep yourself on track (e.g. sharing your personal commitments with a peer)? |
| Technician | Developing & Advanced | Sources of Supply Chain Risk: Primary Types of Supply Risk | <ul style="list-style-type: none"> • Look across your portfolio and select five suppliers. Which of these risks is most applicable to each supplier? • How are you protecting your company against these risks? • Are there any gaps that you feel may need immediate remediation? |
| Builder | Developing & Advanced | Your Vision for the Future of Procurement: Articulate your vision for the future of procurement. | <ul style="list-style-type: none"> • What is your vision for the future of procurement ("future" can be any time period - 1 year, 3 years, 5 years). • <i>(If you manage teams):</i> How well positioned is your organization or your team to take advantage of your to-be vision? What are your capability or operational gaps? • <i>(If you manage a category):</i> How well positioned is your category team to take advantage of your to-be vision? What are your data, capability or operational gaps? • How personally well-positioned are you to take advantage of your to-be vision? What are your capability or experience gaps? |



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|------------|-----------------------|--|---|
| Architect | Developing & Advanced | Think Like a Service Provider: Think and act like a procurement services firm, not an internal function. | <ul style="list-style-type: none">Do you have a stakeholder, category or project that you would benefit from developing a SOW for?What outcome are you seeking to achieve?What do you need to do to agree on a SOW scope for that stakeholder, category or project? |
| Pragmatist | Developing & Advanced | Types of Innovation: Understand four different types of innovation. | <ul style="list-style-type: none">Within the context of your role, select one or two types of innovation that you think are most appropriate (this can be applied to your category or to the procurement delivery model).Brainstorm a list of challenges or opportunities within your sphere of influence that you believe could be solved by engaging a supplier(s). |
| Coach | Developing & Advanced | Connecting Coaching Styles with Performance | <ul style="list-style-type: none">What coaching style are you?After reflecting on the article, are there any changes you want to make to your coaching style to increase your effectiveness?What will do you to start making those changes?What is the coaching style of your manager?What can you do to help your manager take a "connector" approach if that isn't their natural style? |