VIRTUAL TRAINING CENTER (VTC)
quick start guide
Welcome to the Leadership IQ Virtual Training Center (VTC). The following guide provides a brief overview of the key features and registration process for the Leadership IQ 100% Leadership Series.

To access the 100% Leadership Series VTC, visit http://learn.leadershipiq.com/login.

To access an existing account, or set up a new account with your unique Registration Key, follow the “Login” link.
For existing users, enter your login credentials to proceed to the main page of the VTC.

For first time users, select "Create new account" to enter setup.
FOR CREATING NEW ACCOUNTS

All fields are necessary to complete the registration setup. Your password must be 8 characters in length, and include at least one number and one lowercase letter. Remember your username and password; they are not part of the GVSU network passwords.

Your Registration Key is **GVSU12**

After clicking “Create my new account” you will receive an email to confirm your registration in the 100% Leadership Series VTC. Click the link in that email and you will complete the registration process and have instant access to the VTC.
Once you are logged in, you will see THE 100% LEADER SERIES.

Click on it to open the list of courses, discussion questions and quizzes.
Once inside 100% Leadership Series, you can select from forty (40) available courses. Each course is accompanied by a set of optional discussion questions and quizzes. You can select a course, discussion questions and quizzes from the list by clicking on the item.
By selecting on course title, a summary will appear. You can navigate to other courses, discussion questions, and quizzes using the “Jump to” menu. Or you can return to the full list of courses and supplemental documents by clicking through the navigation bar.

To start the course by clicking the “Enter” button. This will open a new window to start the program. Make sure that your browser’s pop-up blocker is off, or that you’ve enabled pop-ups from http://learn.leadershipiq.com.
SELECTED COURSE

While viewing the course, you can easily navigate through the slides using the “Thumbnails” or “Search” tabs.

You can pause a session at any time. Should you need to exit a program before it is completed, you’ll be able to start exactly where you left off the next time you open the course.

Click here to maximize the screen.
DISCUSSION QUESTIONS

From the course list, you can also select the link to view the downloadable PDF of a set of optional thought-provoking discussion questions. This supplemental document can be saved or printed.

LEADERSHIP IQ

DISCUSSION QUESTIONS: BECOMING A VISIONARY LEADER

1. How do you know if your vision is unique? Memorable? What are the telltale signs?

2. Read your vision statement and answer the following questions:
   - Could other organizations state the same or a very similar vision? Who are they? (Make a list)
   - What separates you from these companies? Make a list. Arrange the list in order of importance.

3. How will you know when you have achieved your vision? Using vivid, and specific language, describe the endpoint.

4. If a high performer from another company reads your vision statement, which of the following would be his/her response?
   - I've never heard that before.
   - That sounds just like the mission statement at my organization.
   - What is it that this organization does?
   - I want to work for this organization.

5. Could an employee use your vision statement to measure his/her own performance? How?

6. What have you personally noticed are some of the most overused words in vision statements (think of competitors as well as organizations you admire)? How many are in your vision? What words or group of words could be substituted to more accurately and specifically communicate your organization’s goals and standards? Are there any generic or broad terms that can be defined instead of generalized?

7. What are the 5 questions that will make your vision convincing as a potential reality? (Hint: St. James Matrix)

8. How can your statement demonstrate that you have thought your vision through and have a plan for achieving it? Make a list of supporting data.

9. Describing your end goal is an important part of a good vision statement. What 4 factors should you consider when describing your end goal? Does your vision adequately address these factors?

10. If you were describing your organization’s vision to a friend (or someone who you wanted to impress), what would you say? Use your imagination and try writing out the dialog. Now try integrating some of the language (simple, descriptive, non-corporate, inspired) into your vision.
Additionally, you can access the accompanying optional quiz for each course. You can take the quiz for feedback of your understanding of the material. Your score from the quiz is confidential. You can exit your quiz at any time and resume where you left off when you next open that quiz.