

CCL Leadership Labs Quick Guide

Last updated: 16 Nov 2020

For questions: labs@ccl.org

The CCL Leadership Labs application is ...

- ... like an engine to create a variety of leadership development exercises.
- ... right now it only does card-based exercises, but we'll add more later.
- ... can be found on cclabs.xyz and works in a (modern) browser, on a laptop or mobile device.
- ... like a Netflix for leadership development exercises. Your 3 month subscription pays for a host account that has access to all card decks, all activities, and for an unlimited number of sessions and participants.
- ... in beta so we regularly make updates, fix bugs, etc.

What you need to know: sessions and activities

As a host you configure sessions.



A participant only needs a session code to join a session. They will have access to all activities in the session.

As a host you also configure activities in sessions.

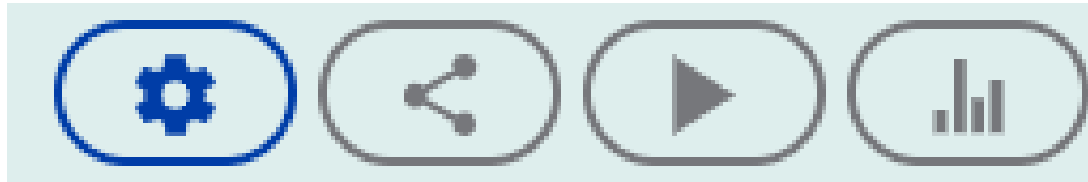


Or you can send participants a direct link to the activity. They will only see that activity.

A session has one or more activities that come from a library and can be customized.

What you also need to know: configure, share, do, see report

It helps to remember this sequence when making an activity for your participants:



Configure: you can change most settings of an activity, or leave them as they are.

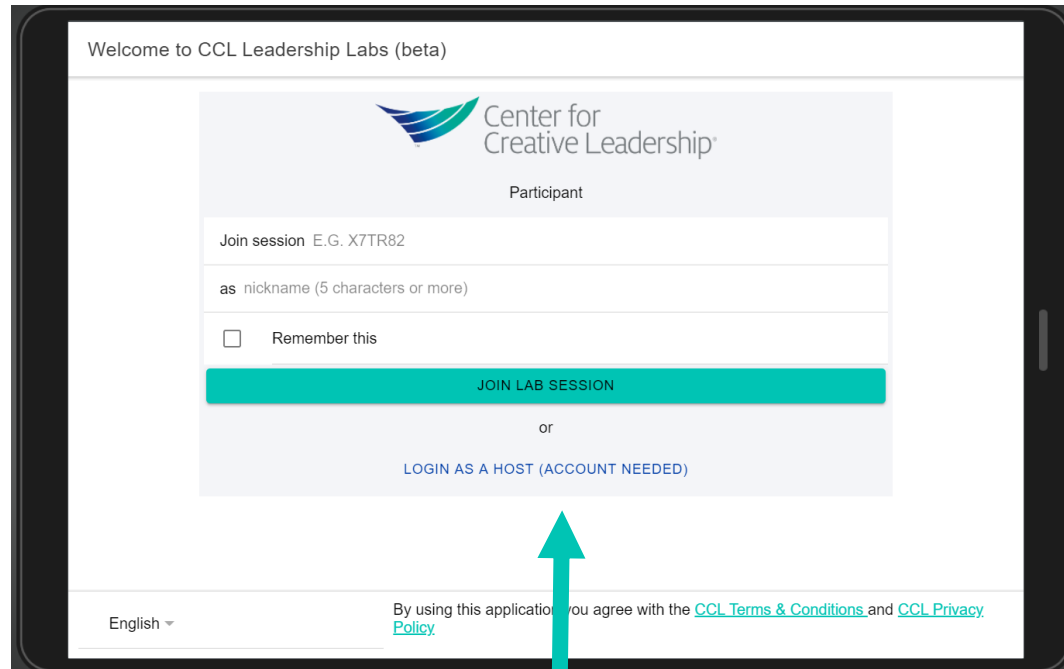
Share: get the links to send to your participants, eg copy/paste them in your video conferencing tool

Do: participants go through the steps of the exercise

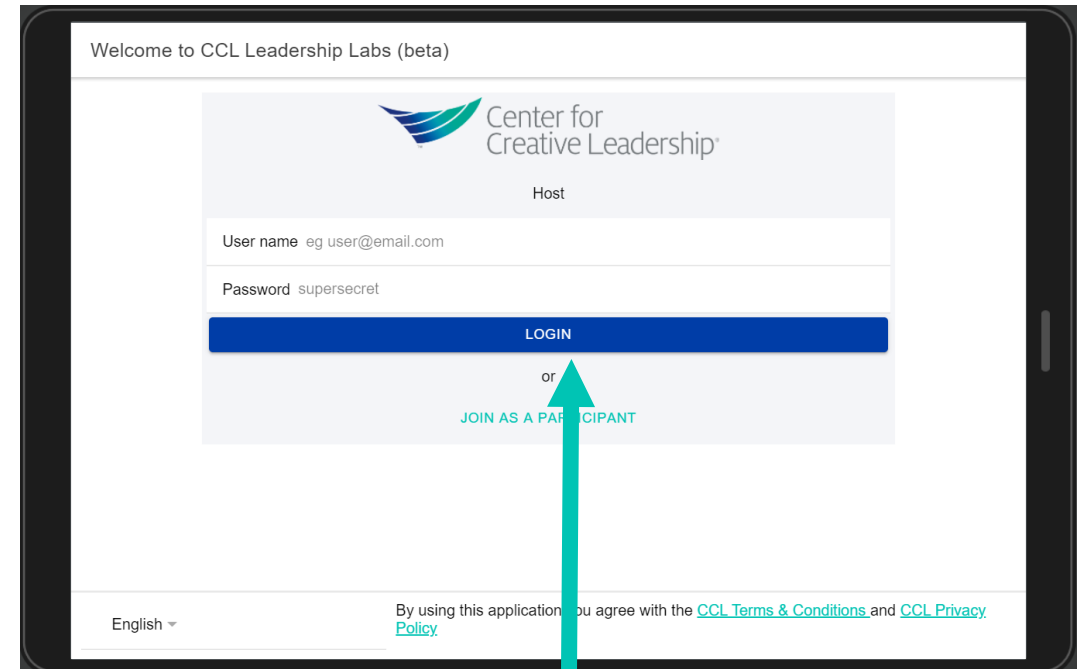
See report: finally, discuss the (group and anonymous) results of the activity

Or alternatively to <https://ccllabs.app.appery.io/>

To log in, go to <https://ccllabs.xyz>

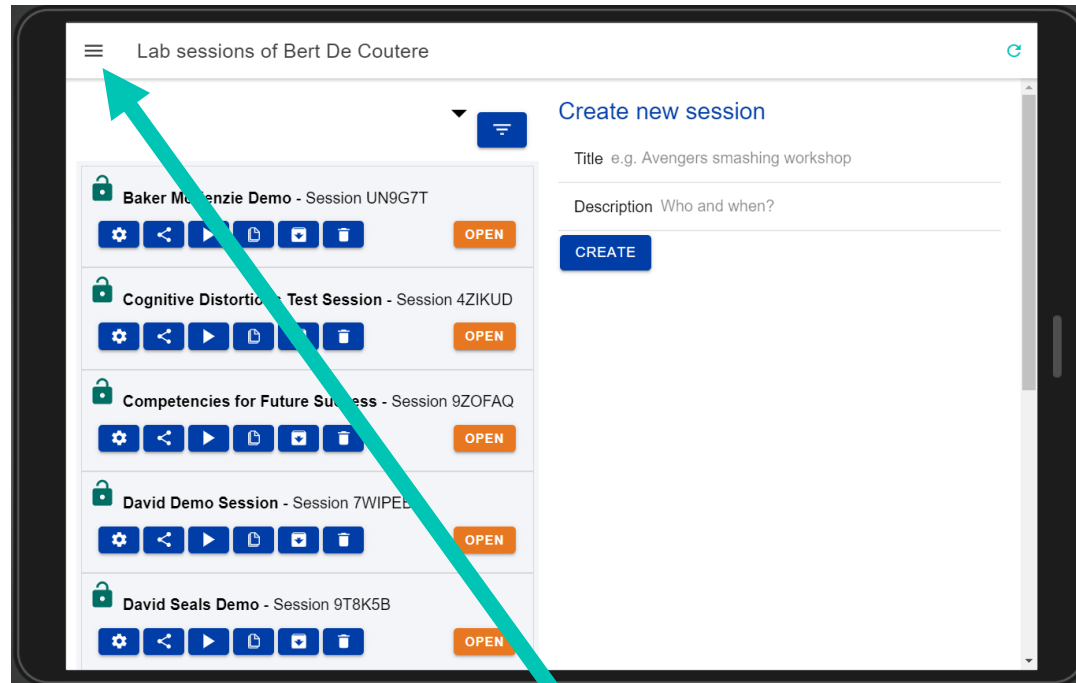


By default you see the screen for participants to join a session. Click 'Login as a host' to switch.

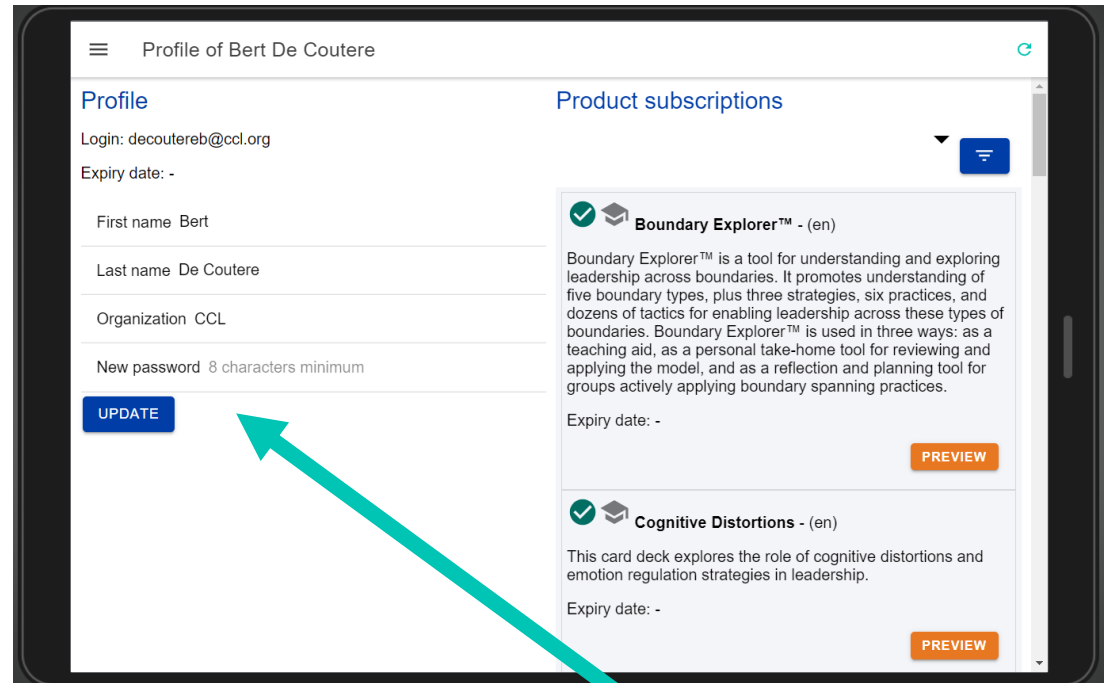


Fill in your email and password and click Login. Hint: blue buttons are host functionality, green buttons are for participants.

On your first visit, have a look at your profile

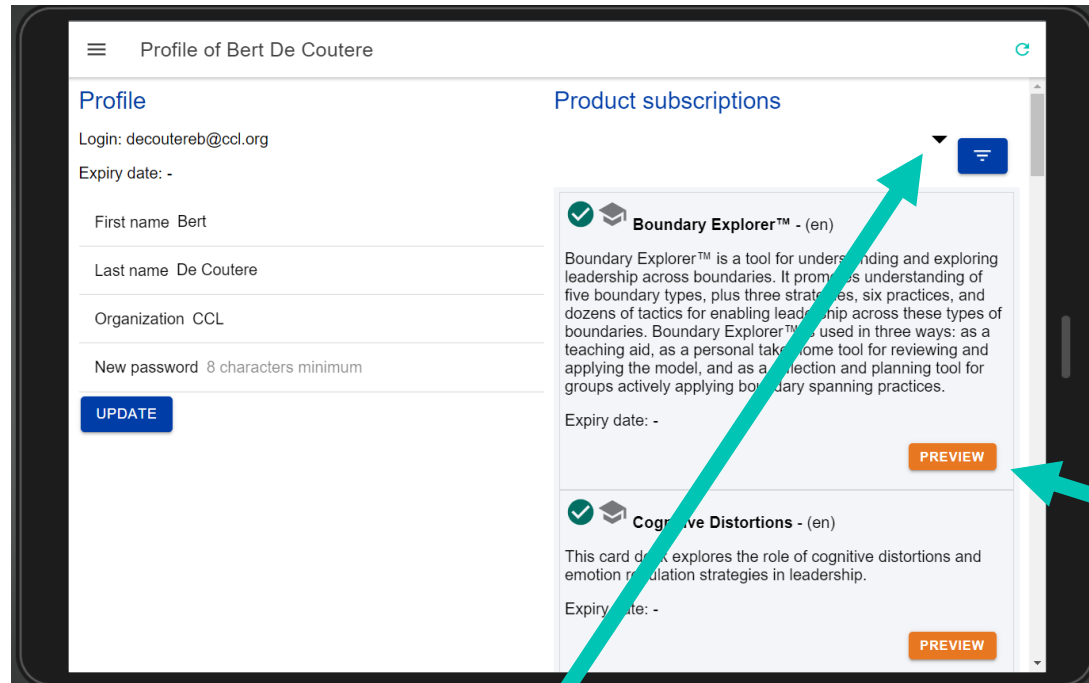


After login, you see all your sessions (it might be empty if this is your first time in the app). Open the menu and select 'My profile'.

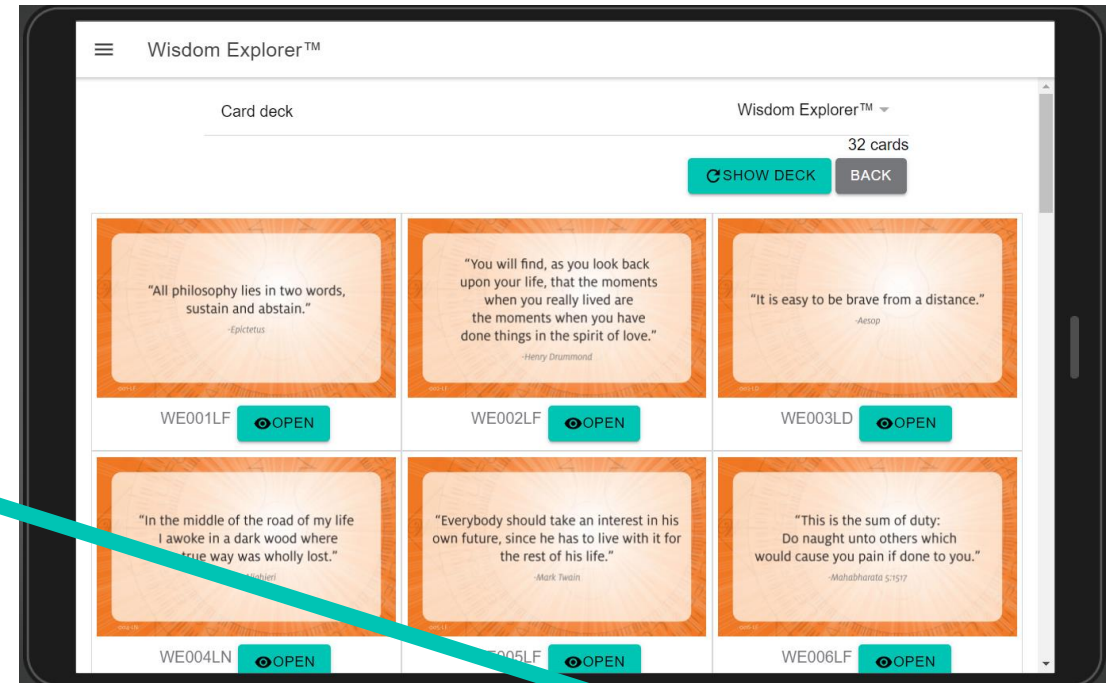


You can see the expiry date of your subscription, and update your first and last name, organization and password.

Have a look at your subscriptions

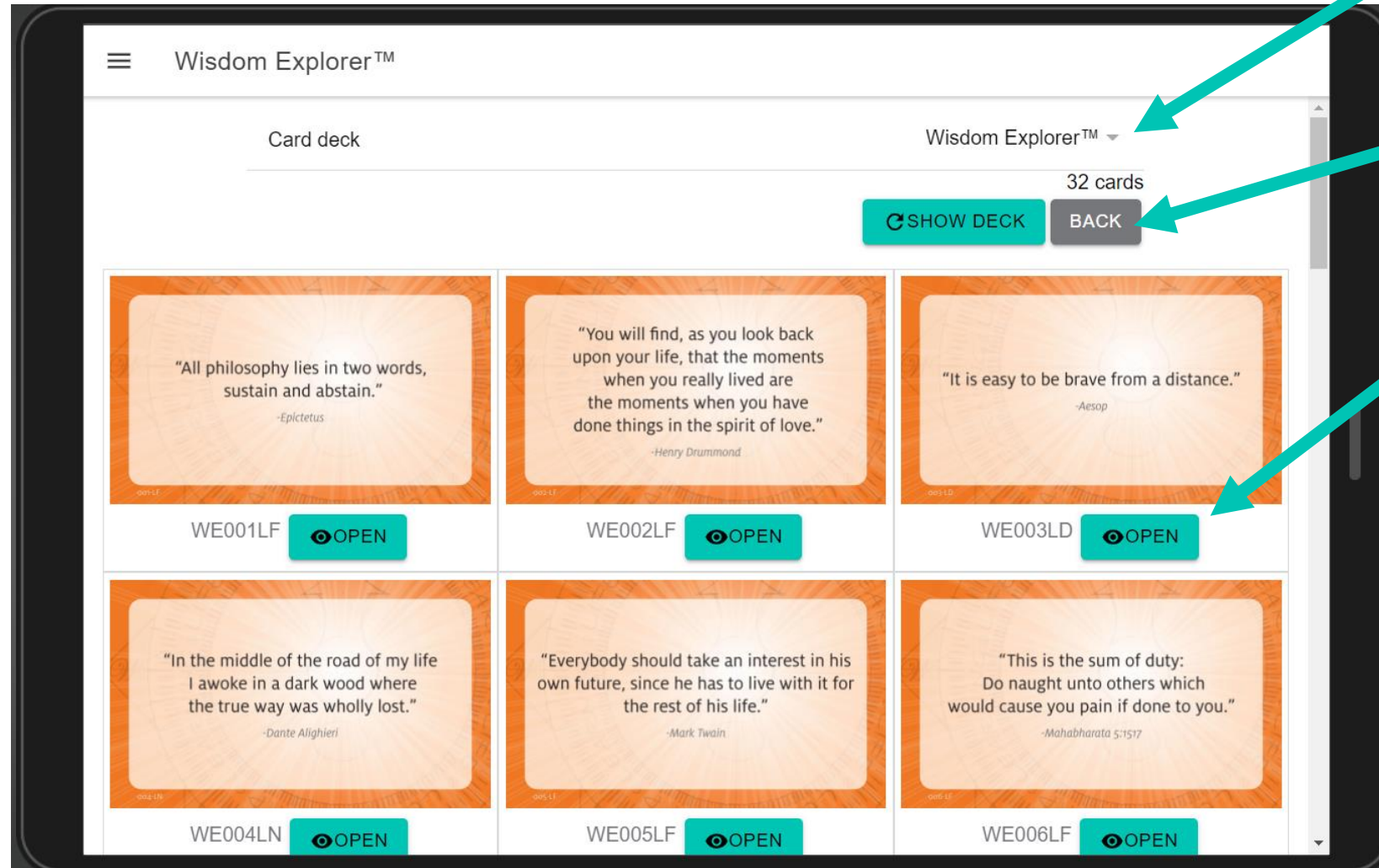


You also see all your product subscriptions. You can filter them with the filter button.



For a preview of a card deck, click the Preview button.

Preview card decks

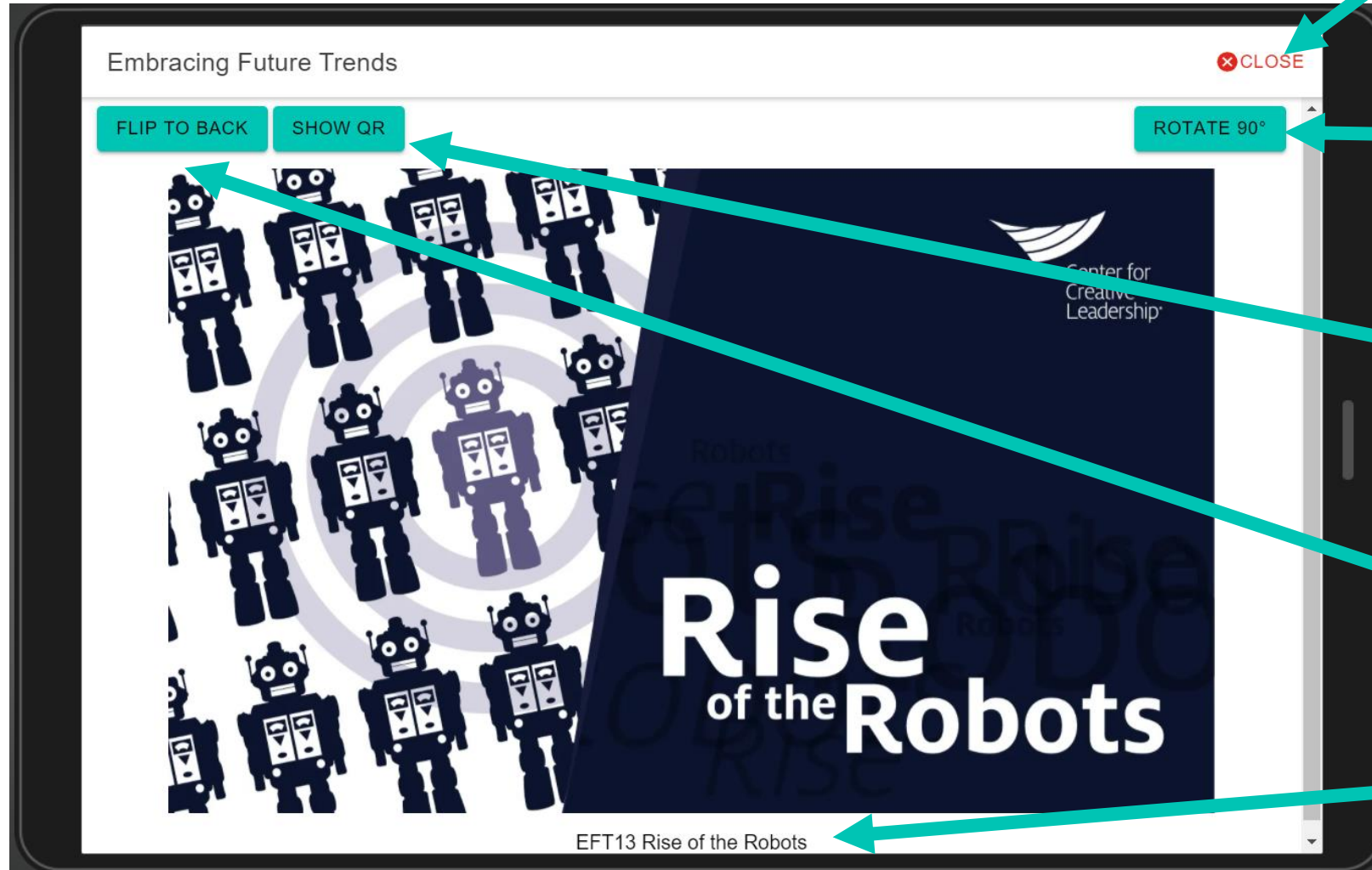


Change card deck. (Some products like Transformations have sub-decks.)

Back to Profile.

See card in full screen.

Card viewer



Important: use the Close button to return to previous screen, not the back buttons on your browser!

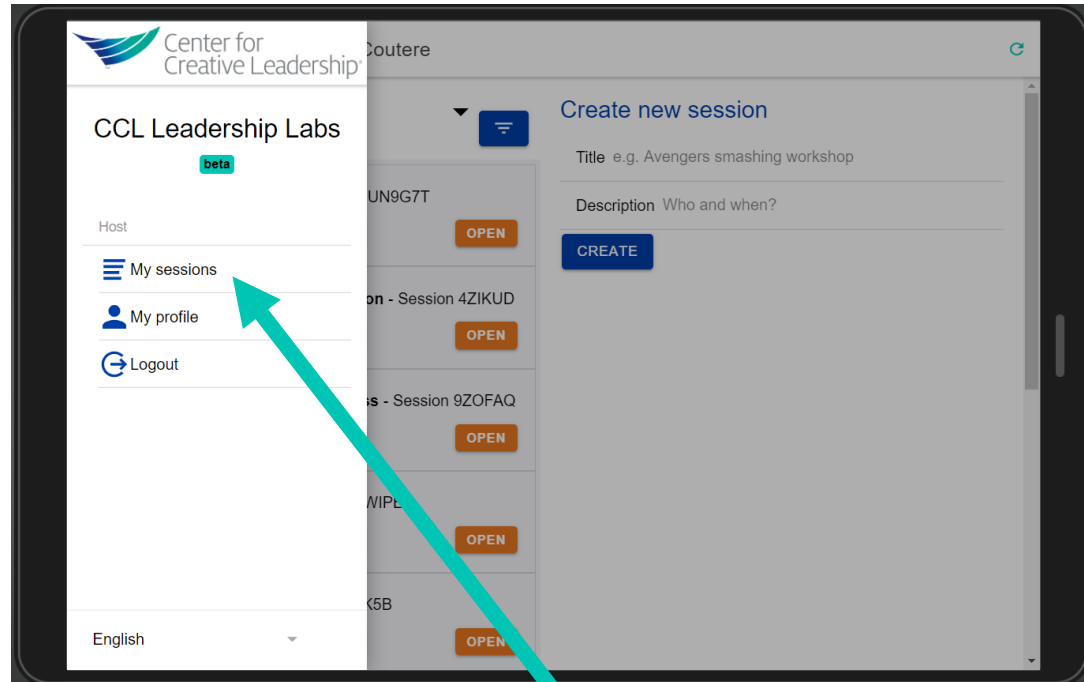
Rotate card image 90° clockwise.

Show QR code of the card. You can scan it and 'have' the card on your phone. This is how people can keep a card.

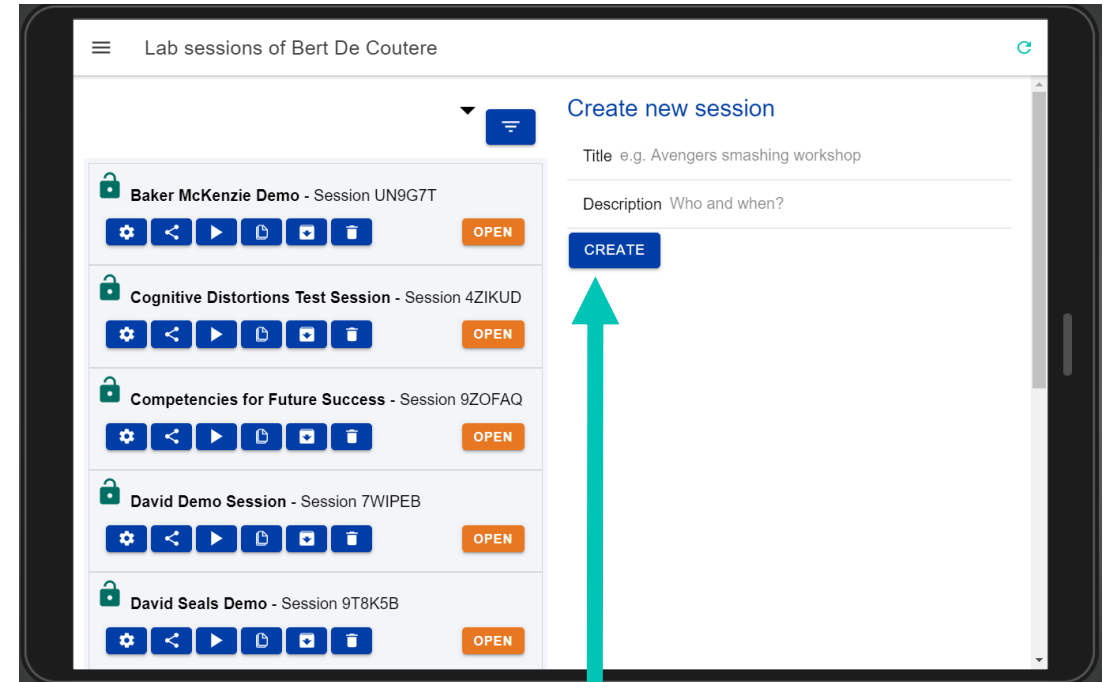
Flip front and back of the card (if available).

Card ID and title.

Setting up your first session

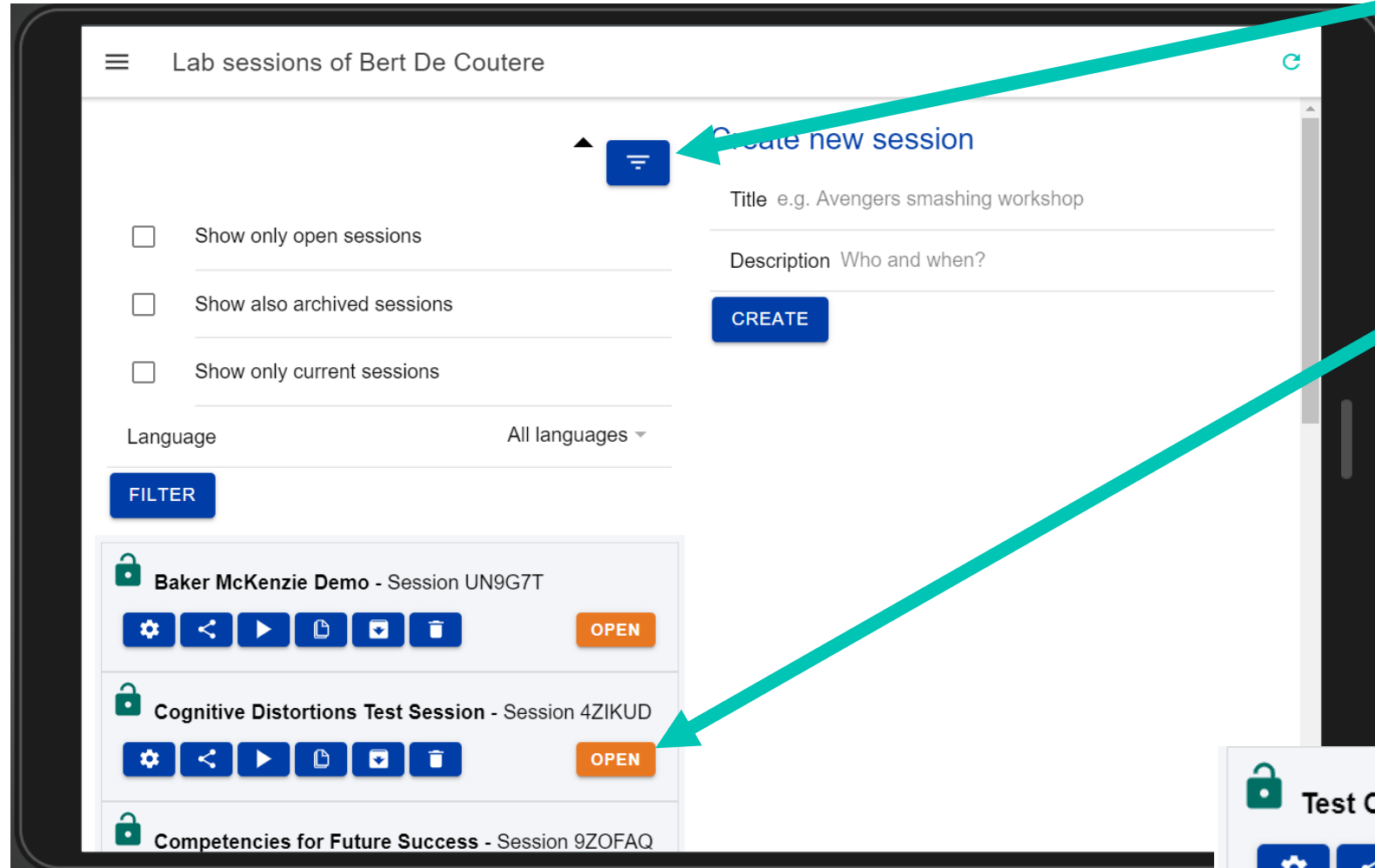


In the menu at the top left, click My sessions.



Your existing sessions are on the left. To create a new session, type in a title and description and click Create. The session will show up on the left.

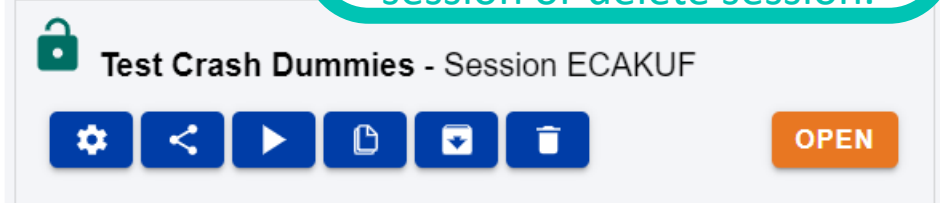
Sessions screen



To filter your list of sessions, open the filter options, change parameters and click Filter.

To open the session click Open. It will take you to the configuration screen of the session.

You can also push one of the direct link buttons in blue: configuration, sharing links, session participant view, clone session, archive session or delete session.



Configure session

We are on the session's configuration screen.

☰ Session Test Crash Dummies

🔒 ECAKUF



Configuration

Show advanced features

⚙️ SETTINGS

📋 21 ACTIVITIES

👥 GROUPS & ROLES

👤 PARTICIPANTS

Participants can now join this session.

Availability

Open ▾

Title* Test Crash Dummies

Description* Let's make this app safe for other users!

UPDATE

There are settings like title and description. Availability is important. It marks the session as open or not for participants. Don't forget to click "Update".

ECAKUF

Configuration 

Show advanced features

There are no activities in my session yet. Let's add one from a sample activity.



-  SETTINGS
-  0 ACTIVITIES
-  GROUPS & ROLES
-  PARTICIPANTS

0 activities

Add activity

ADD



You can filter the library of sample activities by card deck and activity type. Click Filter to see the list matching your criteria.

Activity library

✕ CLOSE

Card deck

All card decks ▾

Activity type

All types ▾

Don't show activities in beta.

Language

All languages ▾

FILTER

34 samples

A quote to live by... - SELECT CARDS (en)

In this activity you'll select quotes from Wisdom Explorer that will be helpful to remember in the next 90 days...

ADD

Competency modelling - SORT CARDS (en)

Sort the Compass™ card deck for relevant competencies and the number of cards needed in each pile.

This is a library of sample activities. Click Add to add it to your session.

...moving cards from one to the other until you have the exact

ADD

Discover your Core Values - SORT CARDS (en)

Sort 47 values from the Youth Values Explorer deck into piles from 'never valued' to 'always valued'. Discover what drives you!

ADD

Configuration

Show advanced features

- ⚙️ SETTINGS
- 🔍 21 ACTIVITIES**
- 👥 GROUPS & ROLES
- 👤 PARTICIPANTS

21 activities

Add activity from library

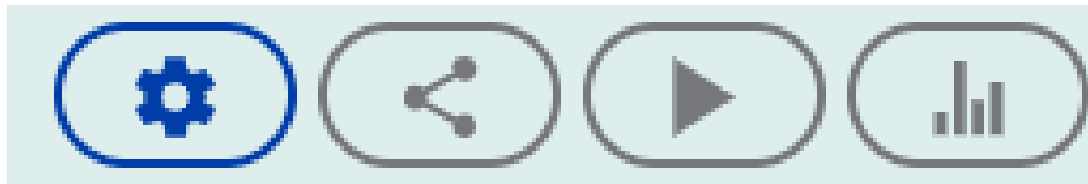
ADD

Championing Tactics Available SORT CARDS ⚙️ ↶️ ▶️ 📊 🗑️	OPEN
Chris wants this Available SORT CARDS ⚙️ ↶️ ▶️ 📊 🗑️	OPEN
Cognitive Distortions Demo Done SORT CARDS ⚙️ ↶️ ▶️ 📊 🗑️	OPEN
Competency modeling Available SORT CARDS	

Your activities will show on the left. Click Open to configure an activity. Or pick one of the blue quick access buttons: configuration, share activity link, do activity, see report or delete activity.

Remember the flow: configure, share, do, see report

It helps to remember this sequence when making an activity for your participants:



Configure: you can change most settings of an activity, or leave them as they are.

Share: get the links to send to your participants, eg copy/paste them in your video conferencing tool

Do: participants go through the steps of the exercise

See report: finally, discuss the (group and anonymous) results of the activity

Configure activity

☰ Pick a card (sample)

PICK A CARD

Configuration 

 SETTINGS  STEPS  QUICK CONFIG

Participants can't see this activity yet.

Availability

Not started ▾

Title* Pick a card (sample)

Description* In this activity participants pick a card that represents the answer to a question defined by the host. The cards are discussed in groups and in the full cohort.

Framing question* Think of your biggest leadership challenge of the moment. What does it look like?

Card deck*

Visual Explorer® Special Edition ▾

UPDATE

BACK

All activities can be further customized if you wish to do so. This is the minimum you need to configure. Change the title, description, framing question and pick the card deck. Click Update. Make sure the activity is 'Available' or else participants can't see it.

Share activity

Next to the Configure button, there is the Share button. You'll see the direct link you can copy for your participants, or the QR code. Sharing the direct link is the most popular way to give participants access to an exercise.

☰ Leader Brand

🔒 SELECT CARDS



Share

Link to share

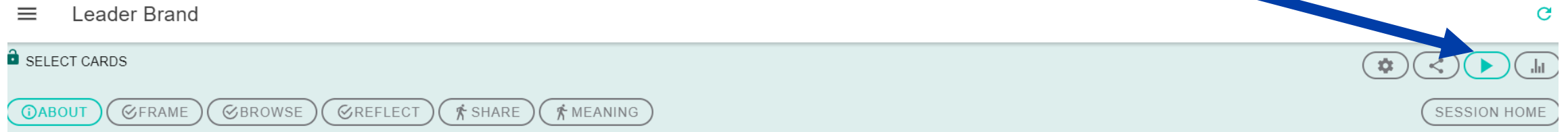
<https://ccllabs.app.appery.io/#/launch/ECAF9PALOX2QALU>

COPY



Do activity

Next to the Share button, there is the Play button. This is what participants see when they do the activity. Each activity has a number of steps (that you can enable, disable or lock). The steps will depend on the type of activity. Participants need to do the steps in order, but you as host can open any step.



About

Leader Brand

Beta

Participants pick a Visual Explorer card that represents your brand as a leader.

Time estimate: 30 min.

- | | |
|---|-------------------|
| <input checked="" type="checkbox"/> Frame | OPEN |
| <input checked="" type="checkbox"/> Browse | OPEN |
| <input checked="" type="checkbox"/> Reflect | OPEN |
| <input type="checkbox"/> Share | OPEN START |
| <input type="checkbox"/> Meaning | OPEN |

Share activity

Finally you see the Report button. This shows the results of the activity – anonymously. This is usually a good basis for discussion. At the bottom of the page you can download the results and see them in a spreadsheet.

Competency modeling

LOCK SORT CARDS

PROGRESS COLLAGE REFLECTIONS

This is an overview of everyone's sorting activity. What does it all mean? What do we need to do with these insights?

What are the competencies essential for success next year?

Order by Counts per card ▾

1. Trust (49) Essential: 2 Low Priority: 0	2. Resourcefulness (39) Essential: 2 Low Priority: 0	3. Organizational Savvy (35) Essential: 2 Low Priority: 0	4. Decision Making (19) Essential: 2 Low Priority: 0
5. Business Development (7) Essential: 2 Low Priority: 0	6. Communication (1) Essential: 2 Low Priority: 0	7. Working through Others (52) Essential: 1 Low Priority: 0	8. Tolerating Ambiguity (48) Essential: 1 Low Priority: 0
9. Relationship Management (37) Essential: 1 Low Priority: 0	10. Problem Solving (36) Essential: 1 Low Priority: 0	11. Negotiating (34) Essential: 1 Low Priority: 0	12. Leading with Purpose (33) Essential: 1 Low Priority: 0
13. Initiative (29) Essential: 1 Low Priority: 0	14. Global Perspective (27) Essential: 1 Low Priority: 0	15. Feedback (25) Essential: 1 Low Priority: 0	16. Credibility and Integrity (18) Essential: 1 Low Priority: 0
17. Coach and Develop Others (12) Essential: 1 Low Priority: 0	18. Vision (51) Essential: 1 Low Priority: 1	19. Urgency (50) Essential: 0 Low Priority: 0	20. Strategic Alignment (42) Essential: 0 Low Priority: 0
21. Self-Development (41)	22. Risk Taking (40)	23. Leading the Culture (32)	24. Interpersonal Savvy (31)

That seemed too easy. Can you
make it more complicated?

Sure! More power comes with (slightly) more complications...

Did you notice the 'show advanced features' box in the configuration of your session? You could have been brave and configured more session settings.

☰ Session Test Crash Dummies

CAKUF



Configuration

Show advanced features

SETTINGS 1 ACTIVITY GROUPS & ROLES PARTICIPANTS

Participants can now join this session.

Availability

Open ▾

Title* Test Crash Dummies

Description* Let's make this app safe for other users!

Venue

Venue URL http://www. etc.

Web conference URL http://www. etc.

Language

English ▾

Start date dd/mm/yyyy

End date dd/mm/yyyy

UPDATE

ECAKUF



Configuration

Show advanced features

- SETTINGS
- 1 ACTIVITY
- GROUPS & ROLES
- PARTICIPANTS

Use groups

UPDATE

You could have configured groups and roles in your session. But you don't need those in a small session.

ECAKUF



Configuration

Show advanced features

- SETTINGS
- 1 ACTIVITY
- GROUPS & ROLES
- PARTICIPANTS**

Participants can make their own nickname

Present: 1/1 participant

<input checked="" type="checkbox"/>	Bertje D	BLOCK	DELETE	UPDATE
-------------------------------------	----------	-------	--------	--------

You could have looked at the participants in your session and marked them present or not. You could even set up users yourself and prevent users making their own nickname, but why would you? That's just more work.

BTW, we use nicknames for GDPR compliance. We don't want to store any identifiable data.

Hey, there were advanced features for the activity too!
Look at that!

☰ From Here to There

PICK A CARD

Configuration 



Show advanced features

 SETTINGS  STEPS  QUICK CONFIG

Participants can do this activity now.

Availability Available ▾

Title* From Here to There

Description* In this activity participants pick three cards: one that depicts them as a leader in the pas

Framing question* How did you look as a leader in the past, now and in the future?

Card deck* Transformations™ (Life Logic cards) ▾

Pick minimally 1 ▾

Pick maximally 1 ▾

Pick from 12 ▾

Participants can put cards in a certain order.

Individual reflection Optional ▾

Group reflection Mandatory ▾

Impact question

Time estimate (min) 30

Date due dd/mm/yyyy

Time due --:--

You could have deselected some steps, like the first one which just shows the question. You can also lock and unlock steps if you don't want participants to move faster than you!

PICK A CARD

Configuration 

Show advanced features

 SETTINGS

 STEPS

 QUICK CONFIG

Frame

  LOCK

Browse

  LOCK

Reflect

  LOCK

Share

  UNLOCK

Meaning

  UNLOCK

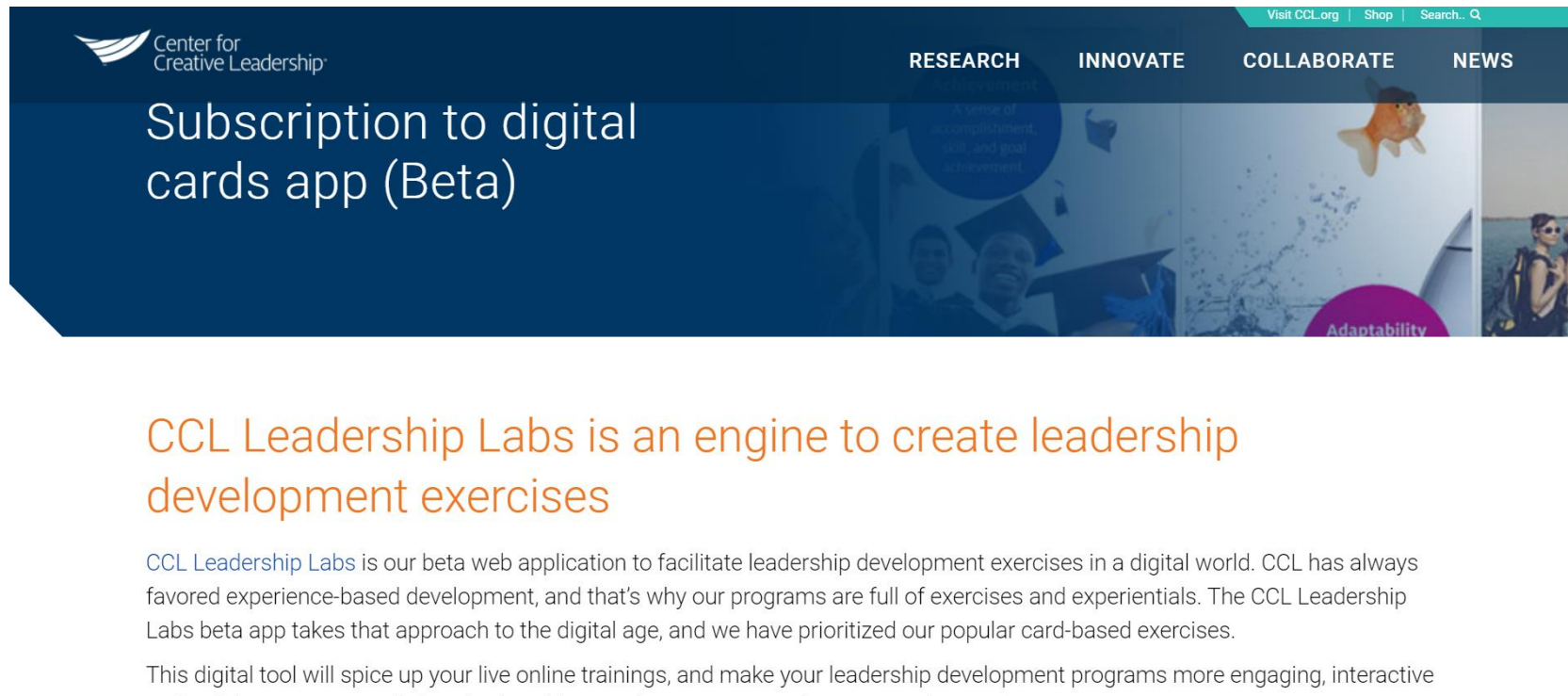
UPDATE

BACK

Which card decks and activities are available?

Check on the product page for the latest information

<https://cclinnovation.org/innovate/explore-ccl-labs-beta-products/ccl-leadership-labs/>



The screenshot shows the top portion of a website. On the left is the Center for Creative Leadership logo. The navigation menu includes RESEARCH, INNOVATE, COLLABORATE, and NEWS. A teal header bar contains 'Visit CCL.org | Shop | Search... Q'. The main content area features a dark blue banner with the text 'Subscription to digital cards app (Beta)'. Below this is a collage of images including a graduation cap, a goldfish, and a person, with a pink circle labeled 'Adaptability'.

Center for Creative Leadership

RESEARCH INNOVATE COLLABORATE NEWS

Visit CCL.org | Shop | Search... Q

Subscription to digital cards app (Beta)

Adaptability

CCL Leadership Labs is an engine to create leadership development exercises

CCL Leadership Labs is our beta web application to facilitate leadership development exercises in a digital world. CCL has always favored experience-based development, and that's why our programs are full of exercises and experientials. The CCL Leadership Labs beta app takes that approach to the digital age, and we have prioritized our popular card-based exercises.

This digital tool will spice up your live online trainings, and make your leadership development programs more engaging, interactive