



TalentNet Account Creation and Mission 1

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Linda M. Manning, Ph.D. manning@leadershipdiversity.ca

TalentNet is a tool designed to help managers understand that their efforts to have productive and engaged employees and high performing teams are served well by inclusive talent management practices. They will learn how the organization’s culture may inform practices that may not be as effective in a diverse workplace as they might have been in the past.

TalentNet was created with funding by HRSDC by a project titled *Leveraging Immigrant Talent*, led by Dr. Linda Manning, and based on over a year of research with managers, human resource professionals, and highly skilled immigrant employees. A number of partner organizations, including HR professional associations, Hire Immigrants Ottawa, LASI WorldSkills, Canadian Council of Human Resource Associations, and others in Ontario and Quebec contributed to the project.

TalentNet is free to use. There is no cost to using it other than your time. When you enter TalentNet for the first time, you will create an account. The registration does not obligate you to anything. The account is necessary so you can log in and TalentNet will remember you. When you play TalentNet, your responses are saved along with the feedback given to you in the game. You will be able to review the feedback from your last game play any time you want. Repeat plays of TalentNet are encouraged.

CREATE A PERSONAL ACCOUNT

Starting at www.leadershipdiversity.ca, the first page that will open is the login page. Click on the link for TalentNet in the language of your choice. This instruction sheet will assume you have chosen <http://lit.leadershipdiversity.ca> for the English version of TalentNet. This link will take you to the login page and the menu page. From there you will start up TalentNet.

1. Create an account.

Click on the *Create an account* button. In subsequent visits to TalentNet, you will login with the username and password you choose in the registration process.

On this screen, choose the username and password you want to use. To make sure that you have typed in the password the way you want, check the 'unmask' box and the text you type will appear. Be sure to write down your username and password, and remember that the login is case sensitive. Complete all of the fields on this page, and click on *Create my new account*.

The screenshot shows the 'Create my new account' page. At the top, there is a header with the logo and the text 'Leveraging Immigrant Talent / Faire valoir les talents des immigrants'. Below the header, there is a navigation bar with 'Leveraging Immigrant Talent > Login > New account' and a language dropdown set to 'English (en)'. The main content area is titled 'Choose your username and password' and contains two input fields: 'Username*' and 'Password*'. The 'Password*' field has an 'Unmask' checkbox. Below this is a section titled 'More details' with several input fields: 'Email address*', 'Email (again)*', 'First name*', 'Surname*', 'City/town*', and 'Country*' (a dropdown menu). At the bottom of the form are two buttons: 'Create my new account' and 'Cancel'. A red error message at the bottom right of the form reads 'There are required fields in this form marked*'. At the very bottom of the page, there is a footer with 'You are not logged in. (Login)' and a 'Home' link.

Contact Dr. Linda Manning at manning@leadershipdiversity.ca if you have any problems with creating or using your account. Please also contact Linda if you receive any messages or pages open other than those described here.

The screenshot shows the 'Confirm your account' page. At the top, there is a header with the logo and the text 'Leveraging Immigrant Talent / Faire valoir les talents des immigrants'. Below the header, there is a navigation bar with 'Leveraging Immigrant Talent > Confirm your account' and a language dropdown set to 'English (en)'. The main content area is titled 'Your email address will appear here' and contains a text box with the following text: 'An email should have been sent to your address at conference@leadershipdiversity.ca. It contains easy instructions to complete your registration. If you continue to have difficulty, contact the site administrator.' Below the text box is a 'Continue' button. At the bottom of the page, there is a footer with 'You are not logged in. (Login)' and a 'Leveraging Immigrant Talent' link.

2. Confirm your account:

The email message you receive will include instructions for doing this along with a link. The email message looks like this:

Hi **Firstname Lastname**,

A new account has been requested for TalentNet using your email address.

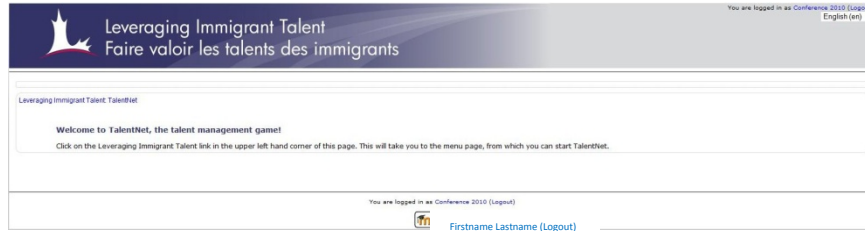
To confirm your new account, please go to this web address:

<http://lit.leadershipdiversity.ca/login/confirm.php?data=4SqH2HC3Gbs2wj9/YourUserName>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator, info@leadershipdiversity.ca


Once you have clicked on the link in the email message, the screen below will appear. As the instructions indicate, you'll need to click on the text 'Leveraging Immigrant Talent TalentNet,' which is a link to the menu page of TalentNet.



And one of the last one-time-only steps to get started is to click YES on the screen below. This message allows you to confirm that you want to 'enrol' in TalentNet. By 'enrol' here we mean 'register your account' in TalentNet. Click on YES, which will bring you to the Menu Page.

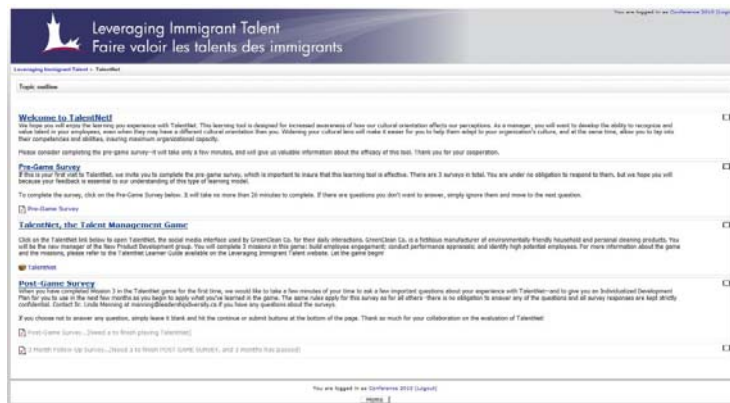



3. Go to the Menu Page

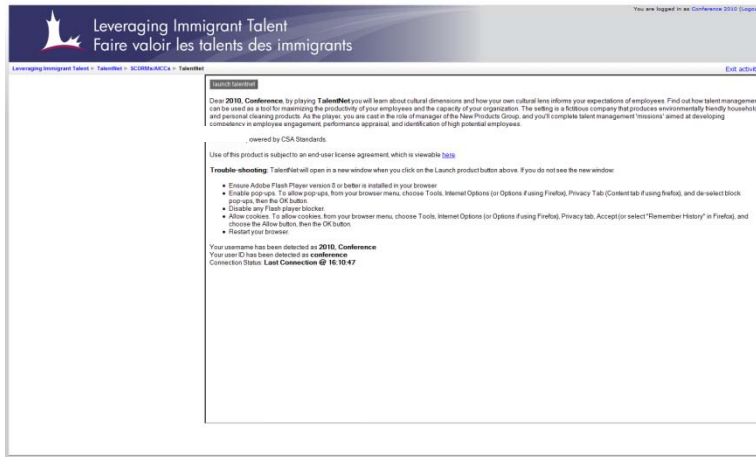
On the menu page, you will be able to start up TalentNet to play Mission 1, and if you like, you can also complete the Pre-Game Survey, which is part of your independent study activities for this course. Please click on the  [Pre-Game Survey](#) button to start the survey. You are not obligated to answer any

questions in the survey. Simply ignore any questions you don't want to answer and hit the submit button at the bottom of each page.

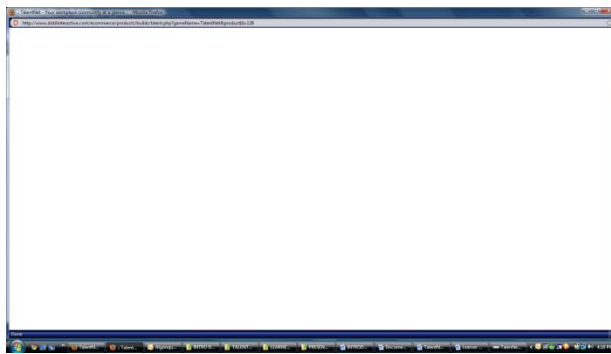
The Menu Page provides links to two items of interest: the Pre-Game Survey and TalentNet.



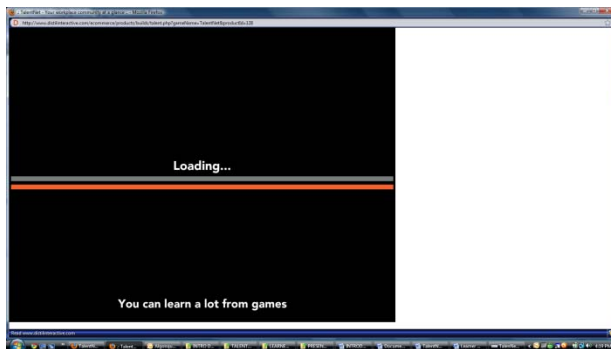
4. **Launch TalentNet:** Click on the TalentNet  link. Now we begin the steps that will be necessary to start TalentNet each time you play.



Before you click on the Launch TalentNet button, please review the information on the page. When you click on the Launch TalentNet button, the game will start up. Your computer and your Internet connection will determine the speed of the start-up, but you are likely to see the following two screens before the game begins. The first will be a blank, white screen. It is normal for the screen to remain blank for a few seconds.



Then the next screen will be black, with a bar to indicate that the game is loading. You should be able to see the progress as the game loads.



TalentNet starts! From this screen you can continue (CONTINUE), or find out about those responsible for the development of TalentNet (CREDITS).



You will find that in TalentNet, because you have registered, the characters in the game will recognize you by name. To make sure that you have a silhouette to represent you in the game, the next step is to choose one of the avatars in the screen below. Choose the avatar based on your sex and the profile you'd like to represent you in the game. Once you make your selection, click on CONTINUE.



The next screen that will appear is the Mission Selection screen. In your first visit to TalentNet, the only button that will be 'live' is the PLAY button for Mission 1. Once you have completed Mission 1, the FEEDBACK button will be 'live' and be linked to the feedback you receive from the mission. You will be able to review that feedback before you start Mission 2, or before replaying Mission 1, even if you exit the game before continuing.

Once you complete Mission 1, the PLAY button for Mission 2 will unlock and become 'live.' Hit the PLAY button to begin.



2. PLAY MISSION 1

Background for Mission 1: The manager's objectives are to engage their employees by building trust with them to insure their optimal performance; and to conduct informal appraisal of each employee's competencies and potential for leadership. Remember, by the end of the game, the manager will have had to complete performance appraisals and to select two high potential employees.

Each of the team members, as well as the manager (player) has a *power distance (or hierarchy) orientation* that informs their behaviours and expectations around workplace practices, communication, and the role of the manager and employee. The differences between the player and the team members will emerge as the player attempts to get to know the team members, build their trust, and insure high performance.

Mission 1 begins with a welcome from your boss, the Director, Greg Wilson, who will explain the mission to you. You will be directed to open an email from Pat Jenson who will provide you with assistance by email throughout the game, and with resources in the Human Resources tab. You will also see popup messages to help you through the mission.



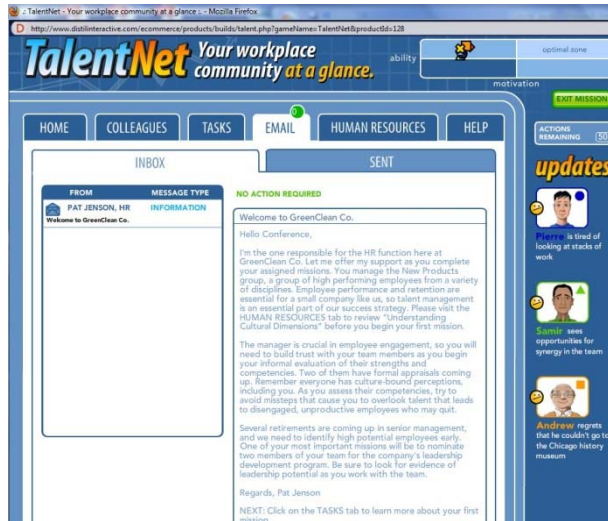
The email from Pat will give you an explanation of your first mission, and guidance to the TASKS tab, where details of the mission can be found

Note that the screen is set up to be a social media interface. Each of the tabs contains important and mission-specific information for you. In the Colleagues Tab, you will have access to a variety of information about the characters in the game, each of whom is part of the work group you are managing. You will be able to unlock information about the characters throughout the game from the Colleagues Tab.

The Tasks Tab contains information about the mission you are currently working on.



The Email Tab contains all incoming and outgoing emails received and sent during the game. You will receive emails from Pat Jenson and the characters in the game. Email is most important during Mission 2. The Human Resources Tab contains essential information for you to review. For example, you will find *UNDERSTANDING CULTURAL DIMENSIONS IN THE WORKPLACE* and *EMPLOYEE ENGAGEMENT AND RETENTION*.



You will use the chat actions in Mission 1 to get to know your work group. The chat actions allow you to choose pre-defined questions and reveal pre-defined information about the characters. In the process, you will learn about power distance and the influence it can have on the trust between a manager and an employee. You will watch this played out in the trust meter and the performance dashboard. The better choices you make about the chats the more trust will grow and consequently, the higher the employee's performance. On the other hand, if you make choices that lower trust, performance will fall.

Take a look at the screen shot below. It demonstrates several key elements of Mission 1. First, the trust meter will give you immediate feedback on whether the chat action choices (topic and location for chats) caused the employee's trust in you to rise or fall. And on the performance dashboard you'll see immediately what the effect of the change in trust was on that employee's productivity. Your job as the manager is to build trust (which will increase employee engagement and performance). You'll have a 50 tries to get all your employees into the optimal performance zone.

Each time you chat with one of the characters, information will be revealed to you about them in one of two categories: work or personal. You will choose which work- or personal-related topics you want to chat about. This screen illustrates an example of locked items to be revealed under the Personal Tab. There are up to 3 items under each topic, each piece of information more revealing than the one before

within a topic. In addition to trying to build trust by making good choices, it is also recommended that you take note of the information provided to you about each character. As manager, you can use this information to begin your informal evaluation of the employees.

The Work Tab contains many levels of information to be unlocked throughout the game, as well as some key documents to help you get to know the employees: their resume and last year's performance appraisal.



You may leave the mission at any time, but if you exit before the end of the mission, your mission data will not be saved and you will need to start over again to get feedback. When you get your feedback, be aware that it will not be printable. It is recommended that you take notes on what you discover from the feedback you receive. Your experiences with Mission 1 will be discussed during the Introduction to Diversity Management Course.