The Drama Diagnostic
Overview for Users

Hello and welcome to the Drama Diagnostic 360 Assessment!

This document describes the Drama Diagnostic 360 (DD360), the responsibilities of a User, and what to expect throughout the DD360 process.

<u>**Goals of the Assessment:**</u>

The Self-Assessment Drama Diagnostic evaluates the level of authenticity in the user's interactions with others. Authenticity is a combination of reliability, credibility, adaptability, transparency and curiosity, and genuine desire to engage and collaborate with others.

The Diagnostic also evaluates the user's tendencies to fall into energy-draining drama in interactions with others.

A user may invite any number of third parties to evaluate the user. The self-assessment and the combination of these third party assessments create the 360 aspect of the survey.

User:

- Once a user identifies whom he/she would like to participate in their assessment as third parties, the user must notify/ask permission of these third parties. Third parties can be anyone the user feels would provide constructive, honest feedback:
    - Typically, managers, coworkers, direct reports, other work associates, family members, friends and forum members are the categories of third parties involved; however, these categories can be edited for each group to accommodate preferences.
    - A minimum of four, third parties is recommended to give a 360 perspective on how the user interacts with others. The more people and the more variety in the categories of relationships included, the more comprehensive the report.
    - Below is an example of an introductory note from a user to a third party, informing the third party that he / she will be receiving an invitation:

"The Drama Diagnostic System from OnCourse International (www.dramadiagnostic.com) assesses individuals' tendencies to fall into energy-draining drama in their interactions with others. The ____*group name here*____ is using the Drama Diagnostic tool to evaluate its members in preparation for their ____*date of retreat if applicable*____ retreat. As part of this process, you will be sent an invitation to assess ____*user name here*____. "

The Process:

- A Group Administrator (G.A.) coordinates invitations of both users and third parties to use the DD360. The G.A. may be an associate on the Drama Diagnostic team, or someone in the user's organization.
- For third parties to be entered into the system, the user needs to send the list of his or her third parties' information to the G.A. The email *must* include the following information:
    1. User's email address
    2. Third party's email address
    3. Third party's first name
    4. Third party's last name
    5. The type of relationship between the user and third party choosing from the following: (1) Manager; (2) Coworker or Colleague; (3) Direct Report; (4) Other work associate; (5) Family member; (6) Friend; (7) Forum member.
        - Note: Those listed above are the default relationship types and can be edited by the G.A.
- Upon receipt of this information, the G.A. will send a "Welcome" email to each of the third parties.
- The G.A. may send a reminder email to those third parties who have not completed their assessments in a timely manner.
    o Assessment completion date and the frequency of these reminder emails will be determined by the group administrator, forum facilitator, group moderator, or other coordinator for the group.
    o Throughout the process the user may be asked to be involved in reminding their third parties to complete the assessments, but aside from this task, the user can be removed from the process.
- The only involvement users now have is to access their reports when desired. Users may access their reports at any time with their group name, user name and password login information and through the grey "View Report" menu item in the upper right-hand side of the screen.
- *A more detailed review of the user DD360 process is shown below*.

What to Expect as a User:

1. Once you are invited to use DD360 as a user, you will receive an email that looks similar to the following:

Dear XXX,

Drama-Free   www.dramadiagnostic.com

As part of our work together, we will be using a ***Drama Diagnostic*** tool. The diagnostic allows you to assess the ways you interact with others in a team environment and allows others on the team to evaluate your level of authenticity in interactions.

You will be part of the XXX group.

Access to the system requires a Group name, Email ID and Password.

- Your Group Name is: XXX, and cannot be changed

- Your Email ID is your email address: [XXX](#), and cannot be changed

- Your Password is: XXX, which you will have the opportunity to change if you choose.

You may access the Drama Diagnostic by going to the URL:

http://www.dramadiagnostic.com/userlogin.php.

- Click on the ***Click here to take or retake the Drama Diagnostic*** link.

- Read the instructions and response options.

- At the bottom, where the drop-down menu reads ***Select your Identity for this survey***, choose how will you respond to the questions as if you are interacting in a work-related or personal environment (e.g. in a professional setting versus with family and friends).

- Click on ***Go to the survey*** to start the assessment.

Please contact me at [G.A. Email Address](#) if you have any questions on how to use the diagnostic.

Thank you XXX!

Group Administrator Name
Group Administrator Email Address

2. When you click on the Drama Diagnostic URL you will see the following screen, where you will enter the information provided in your invitation email, your Group Name, Email ID and password.
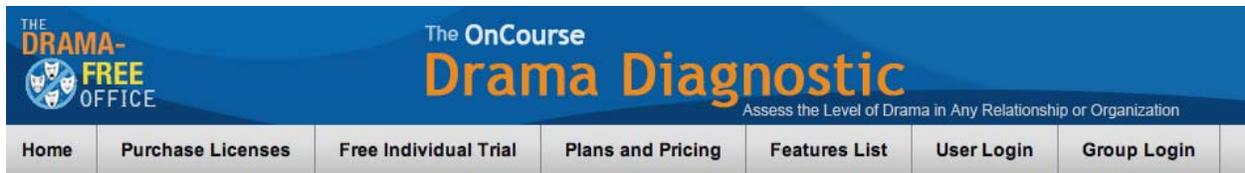
3. Upon entering your information and selecting "Login" you will see the following screen, which introduces the survey. Here you have the option to select your user identity – Professional, Personal or Forum.

Since you may behave or "show up" differently in various environments (e.g., your behavior in your home environment may be different than your behavior in your work environment), the Identity feature allows you to choose which environment you wish to consider while taking the Drama Diagnostic. For example, you might first take the Diagnostic considering your behavior in Environment-1, which is: Professional. You might take the Diagnostic a second time considering your behavior in Environment-2, which is: Personal.

Later, when you use the Drama Diagnostic Report Generator you can choose which Identity will be used for creating the report.

Welcome to the Drama Diagnostic Self-Assessment

The Self-Assessment Drama Diagnostic evaluates your level of authenticity in your interactions with others. **Authenticity** is a combination of your reliability, credibility, adaptability, transparency and curiosity, and your genuine desire to engage and collaborate with others.

The Diagnostic also evaluates your tendencies to fall into energy-draining drama in your interactions with others.

Select your Identity for this survey: [Professional ♦]

Go to the survey

View report from previous self-assessment

4. Once you choose your "Identity" for the self-assessment, click on the "Go to the survey" link. Fill out the survey using the on-screen instructions as a guide.

5. When you have finished the last page of statements, **you must click the "submit" button** at the bottom right-hand side of the page to complete the assessment. You may cancel and return to the beginning of the assessment at any time using the [Cancel & Return to Dashboard] icon at the bottom left-hand side of the screen.

6. After submitting the self-assessment, the following page will be displayed, where you have the option of generating your report. You may choose which third parties you would like included in your report (all, none, or any combination of the different third party types), as well as which "Identity" you want to use for the report. You may generate the report either on-screen or as a PDF file.

Drama Survey Report Generator

Choose which third party relationships you would like included in this report.
You may choose none, one, or more than one
The default is All Relationships.

☐ No Third Party

☑ All Relationships

☑ Manager

☑ Coworker or Colleague

☑ Direct Report

☑ Other Work Associate

☑ Family

☑ Friend

☑ Forum

Choose which Self Assessment you would like to use for this report.
The default is the most recent Self Assessment.

Assesment Date	User Identity	Selection
2012-10-29	Personal	⊙

Generate Report on 🖥   Download Report as 📄

Other Usage Notes:

- There are 🔵 help symbols throughout the survey. Click on these for more details on the section you are reviewing.
- You may access your reports at any time with your group name, user name and password login information through the grey "View Report" in the upper right-hand side of the screen.

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