



## Company Admin How-to Document

### Harvard ManageMentor: Accessing Course Discussion Guides

**Purpose:** Discussion Guides are a resource available for you to download within each course. Each discussion guide features notes and slides to help you facilitate the conversation, and an invitation you can use to set up the meeting.

**Process:**

1. Once you've accessed the course, scroll down past the "Lessons" section and you will see "Discussion Guides". Click on "Download" for the guide(s) you'd like.

#### Discussion Guides

Share what you've learned with others – and learn from them too. Each discussion guide below features notes and slides to help you facilitate the conversation, and an invitation you can use to set up the meeting.

The screenshot shows two discussion guide cards. The first card is titled "Discussion 1: Build trust to improve performance" and has a "Download →" button. The second card is titled "Discussion 2: Foster effective communication in dispersed teams" and also has a "Download →" button. Both buttons are highlighted with an orange border.

2. A zip file will now download, and you can access the discussion files.

The screenshot shows a Windows File Explorer window with the path: This PC > Downloads > Coaching\_DiscussionGuide\_2 > Coaching\_DiscussionGuide\_2. A table lists the files in the folder:

Name	Type	Compressed size
promote_learning_agility	Microsoft PowerPoint Presentation	1



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