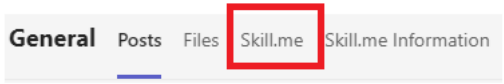
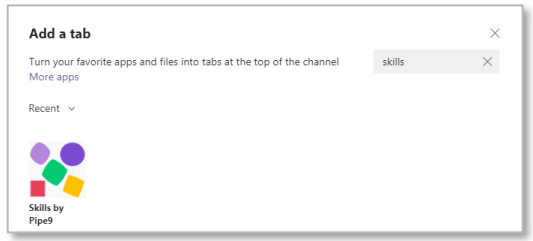
Skill.me Quick Start

1. Install Skill.me

Skill.Me is a Microsoft Teams based App that can be added directly to any Microsoft Team by clicking on the "**+**" symbol and searching for Skills by Pipe9. Feel free to add it to any Team you want or just leverage the app at the Customer Success Skills Inventory Team.

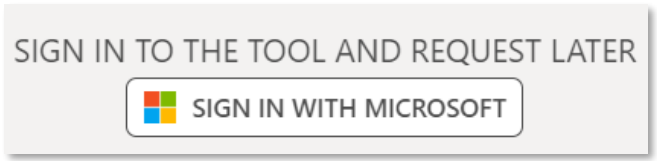




2. Sign-In to Skill.me

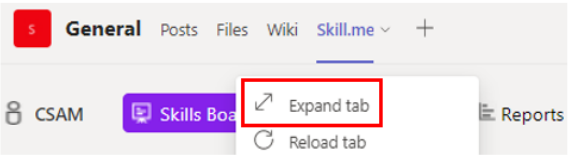
Sign-in by clicking on "**SIGN IN WITH MICROSOFT**" button using your Microsoft credentials.

Note: If you cannot sign-in, you may not have been provisioned. Contact support@pipe9.com for assistance.

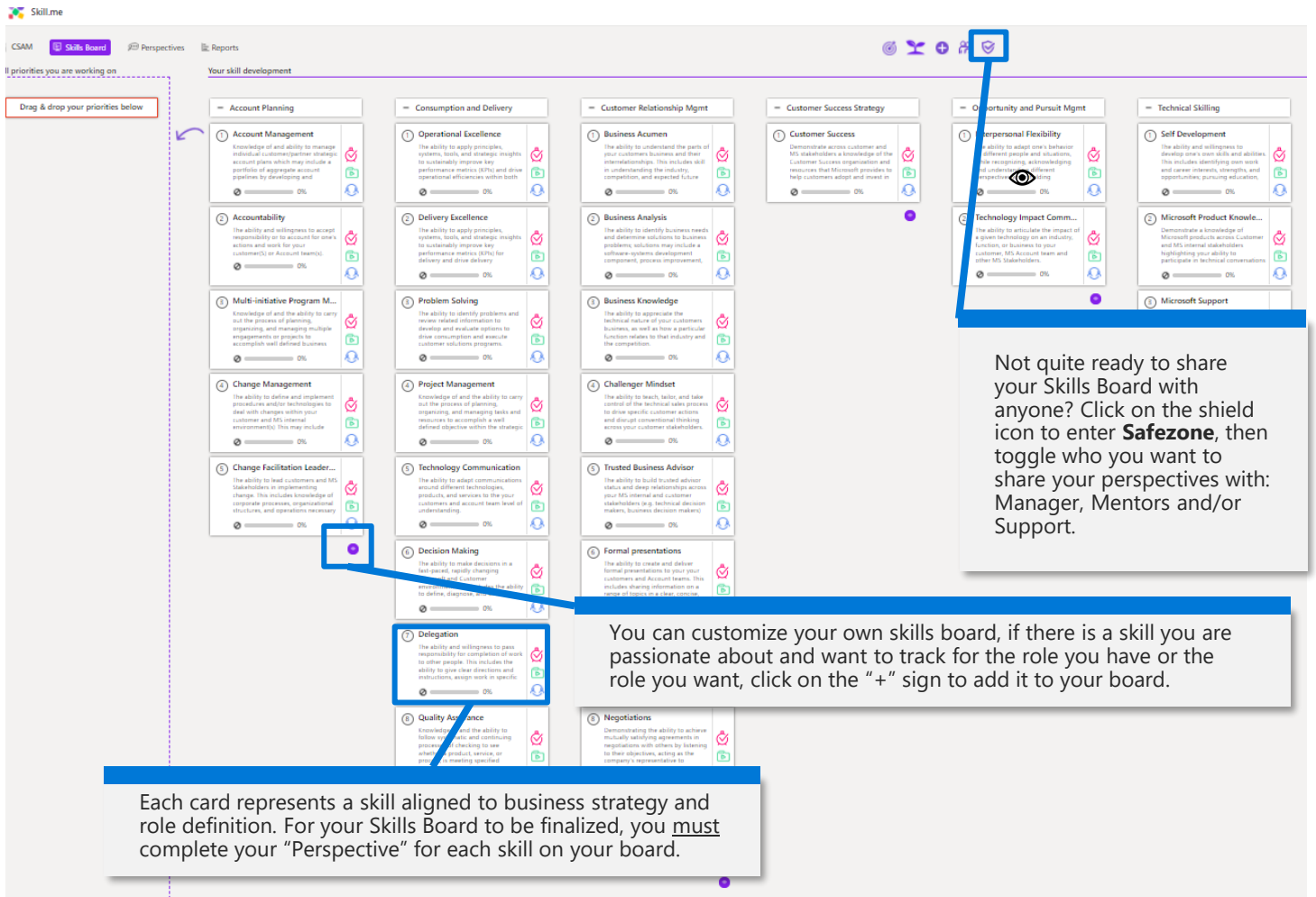


3. Welcome to your Skills Board

After you have successfully signed into Skill.me, you will see a 'blank' **Skills Board** that list all skills aligned to your role profile under the **Your skill priorities** section. This is your initial starting point until you activate the skills.



For the best viewing click on the **Expand tab** option from the **Skill.me** menu. This will ensure that the app opens to a full window within Teams.



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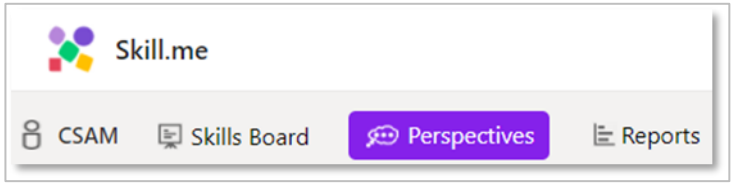
4. Get Started on Your Perspectives

Click on **Perspectives** (top left menu) to get started.



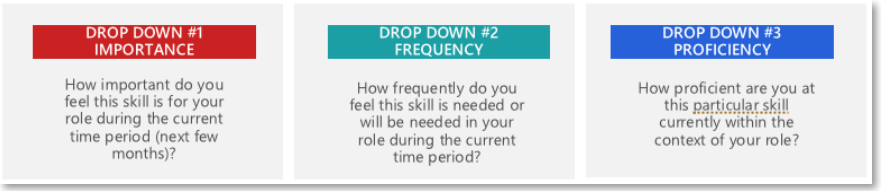
Please Note:

It is important that you are as honest with this exercise as possible. Doing so will only accelerate and improve the level of skills development you can achieve on your own or working with your manager. This information will **not** be used for any performance evaluation but should be used as part of your **Learn and Grow** conversation with your manager.

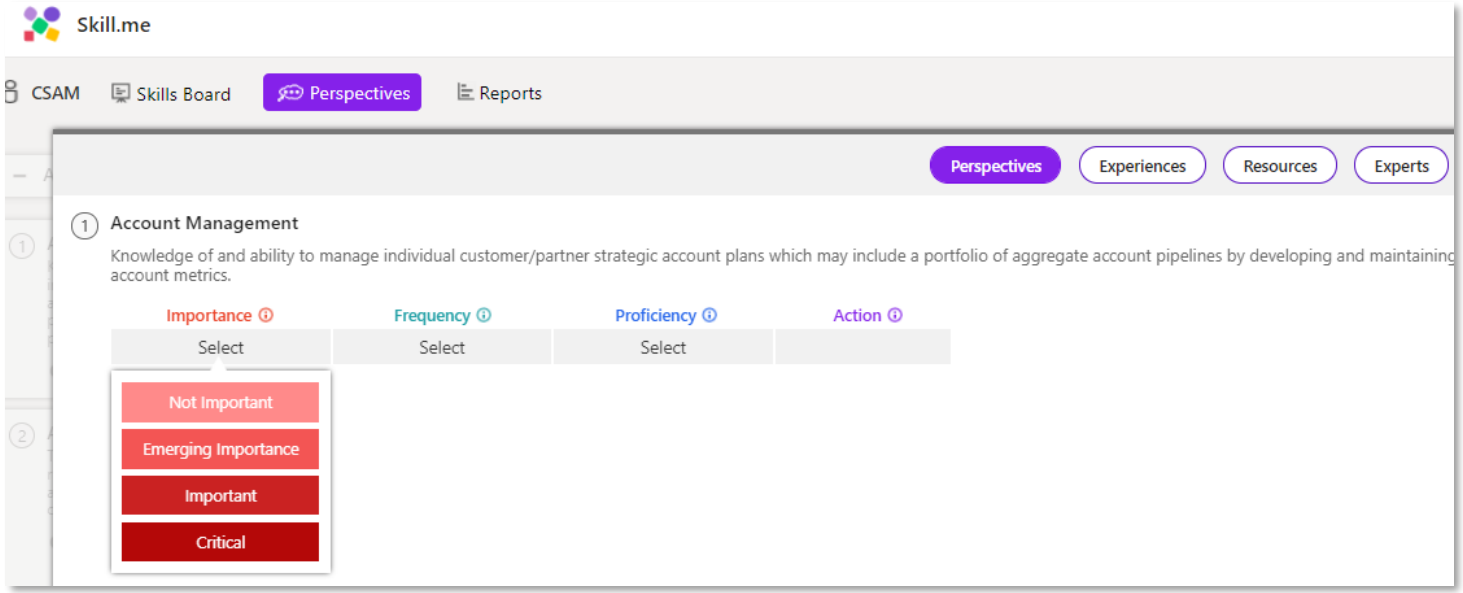
In addition, if you are in a role that leverages skills for assignment of work in OneProfile, the skills inventory you take in **Skill.me will be automatically fed into OneProfile weekly**, so there is no need to update your skills in OneProfile.

5. Select your first skill

Click on the first skill you want to focus on to bring up more details. From each drop-down list, select **your own perspective** of the *Importance*, *Frequency*, and *Proficiency* for that specific skill.



For product skills, **it is not expected that everyone has knowledge in every product**. For any skills that you are choosing not to focus on or do not intend to build knowledge for, simply **set the Importance value to "Not Important"** and you can skip to the next skill.



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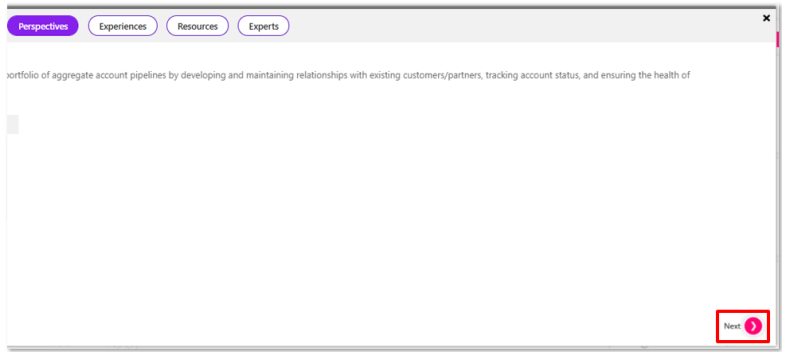
6. Repeat the Process for Each Skill

- Click on the Next arrow '**>**' to **move to the next skill** and perform the same exercise until you have **completed your own perspective for all the skills** listed in the Skills Board.



- When finished, you've created your skills baseline, and your **Skills Board** will no longer be 'blank' but will be full of colors ranging from red, amber, green, and purple (see Understanding the Colors below).

7. Prioritize your skills

- Select skills that you want to work on, prioritizing **Green** then **Amber** skills as much as possible. **Note:** You should consider focusing on 3-4 skills over the next 3-4 months. Consider aligning with your manager on number of skills and development time period.
- Drag and Drop those skills from the **Your skill development** section into the **Skill priorities you are working on** section.

8. Align with your Manager

- Once you have selected the skills you want to prioritize and develop, they will automatically be visible in your manager's **Skills Board** section (unless you are not sharing with your manager in **Safezone**). **Note:** Your manager also has the option to suggest additional skills that they would like you to prioritize during your skills development time period.
- Work together with your manager to align and sync on skills you **both agree** you should prioritize. Ensure value-based delivery accreditation is part of this discussion.

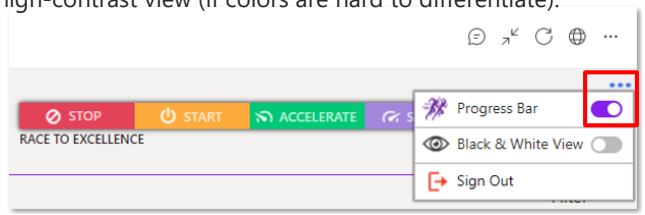
9. Develop your prioritized skills

- During your manager alignment, discuss any selected *Experiences, Resources, and Experts* that can further develop your prioritized skills during the agreed upon skills development time period.

- Utilize these experiences and as they further you on your skilling journey, be sure to revisit your **Skills Board** and update accordingly. Use these updates overtime to prioritize different skills that will benefit you on your personalized skilling journey.
- **Note:** If you have mastered a skill, you will be visible as an *Expert for that skill*. You can choose to mentor your team or the community. Any member from your team or community can reach out to you directly via Teams as the mentor (and vise-versa) to establish the mentor-mentee relationship.

10. Understanding the Colors

- The color/ icon combination displayed in the Skills Board shows the progress within the context of a skill; and helps you prioritize the skills you should be working on. Turn this feature on along with the high-contrast view (if colors are hard to differentiate).



STOP	START	ACCELERATE	SPRINT	MASTER
No longer, or not currently important. De-prioritize your focus on this skill.	Emerging skills for you or the role. Consider starting your skilling journey.	**Green means Go!** It is time to prioritize these skills!	Nice work, just one last sprint, you have nearly mastered these skills.	Congrats! You have excelled at these skills. Consider mentoring others.

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