Resilience at Work® (R@W) Leader Self-Report

**Instructions**

**Step 1: Survey Completion**

Provide clients with your Coach ID and direct them to [www.workresilience.com.au](http://www.workresilience.com.au) to complete the survey online. Provide the following instructions:

* Visit [www.workresilience.com.au](http://www.workresilience.com.au)
* Select preferred language at the bottom of the screen
* Select report – ‘R@W – Leader (Self-Report)’
* Enter personal details, as well as coach ID - \_\_\_\_\_\_\_ (Please note User ID is not required)
* Complete the survey.

*Note that clients cannot access their own reports.*

**Step 2: Report Access**

Once your client has completed the survey you will be able to access reports immediately from [www.workresilience.com.au/portal](http://www.workresilience.com.au/portal). Login with your Username and Password. Select the dropdown arrow at the right-hand side of the screen to highlight the report, submit it and then download.

**Reports are accessible for several weeks after completion. If you have a large number of participants at any one time it is advisable to download reports regularly.**

*Note: Your coach ID, user name and password were provided following accreditation. Please note that reports will not be linked to your account if clients do not input your coach ID correctly.*

**If you require support or experience difficulty accessing reports for any reason, please contact Sharon at** **admin@workingwithresilience.com.au**