

## Harvard SPARK Quick Start Guide (EN)

1. Start on the ABB Leadership Learning Ecosystem page: [Leadership Learning \(abb.com\)](https://abb.com/leadership-learning)
2. Then click on the Spark icon:



3. Read and accept the terms and conditions (only asked when entering for the first time)
4. Go from arrow



5. Select Skills you are interested in / need to develop (only asked when entering for the first time)  
Note: Home > Manage Skills -page you can also edit these later.
  - Select at least one skill you want to from the menu  
(AI will feed learning material on this topic to your Home page)

The screenshot shows a form titled "What skills would you like to develop?" with the instruction "(Choose at least one)". Below the title are three dropdown menus. The first menu is labeled "Leading Yourself", the second is "Leading Others", and the third is "Leading the Business". Each menu has a small downward-pointing arrow on the right side.

6. You can access the group for your **COURSE**, either via 'Search' by typing in your group number, e.g., 2022.26, or select it from the top right corner of the clock sign under 'Notifications'.  
OR  
If you are not enrolled to the certain course, you can start studying through the 'Feeds' on your 'Home' page or, for example, by using the 'Search' function to find material on topics of interest.
7. Please select 'Follow' from the + sign in top of the Plan or the Pathway icons, so that you can easily find your courses later on. The 'Followed' sections will appear on your 'Home' page.
8. Be sure to change the Visibility from Private to Organization in the 'Profile' 'Settings' for better sharing and social learning.

### Entering to the Harvard ManageMentor:

Please take to same steps in entering from [Leadership Learning \(abb.com\)](https://abb.com/leadership-learning) page, choosing Harvard ManageMentor icon and in reading and accepting the terms and conditions as with Spark.

There you can proceed into studying with these ready-made courses by pressing Explore all Courses button.