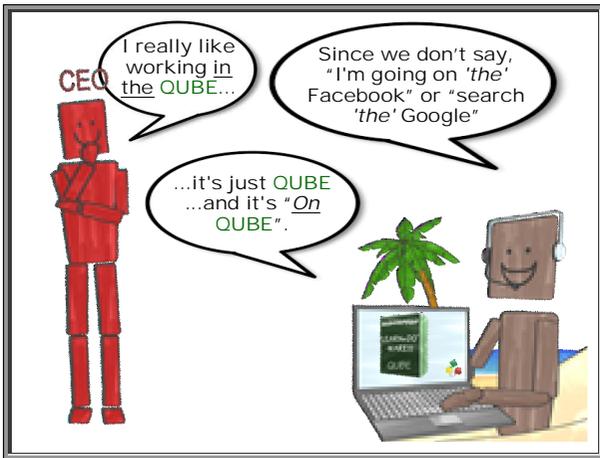




Want to **connect up and collaborate**? Organise a **qall**. Send a diary invitation for a QUBE qall to let people know that it will be interactive and not a chat on the phone. QUBE is not software it is **LEARN+DO WARE** designed to help you discover and apply new thinking and behaviours with help from Pentacle tutors.

Off QUBE you have hands and legs and a body. **On QUBE** you have a mouse/trackpad and arrow keys and a **qubot** - a really cute but very boxy avatar



Look in your 'tray (by the clock)' or 'Apple menu bar' for the QUBE **quick launch icon**. From there you can **connect** to friends and colleagues with a single click. The launcher is also where you set preferences and options for **Do Not Disturb**.

You can 'hang out' in the QUBE **Lobby** – which makes you reachable by your colleagues and makes it really fast to get to a **qubicle** (which is what the virtual rooms are called). Select the People tab or just the QUBE quick launcher to **connect**.

With **QwickMeet** you can be **connected & collaborating** in a few seconds.

*On the web you use bookmarks, on a desktop you add shortcuts and to get directly to a qubicle you use a **QUBELink (.qbl)**. You can drag & drop the qubicle name from the QUBE quick launch menu list to create a .qbl on your desktop or to email.*

Meetings are so last century. Increasingly managers and executives are doing more than meeting; they are working in workshops – often with facilitators. On QUBE you can use the PETs you know to set up really effective **workshops**. A useful habit is to always begin with the three-stage **Hope&Fears™** PET.

***A QUBE session without PETs is like a smartphone without apps.***

**PETs** are **Performance Enhancement Tools**, designed to get people **collaborating** fast! You can learn which PET you need for your business or leadership challenge and how to use it from a Pentacle Tutor. Or there are **QwikGuides** available from the **PETs Library** – use the icon.

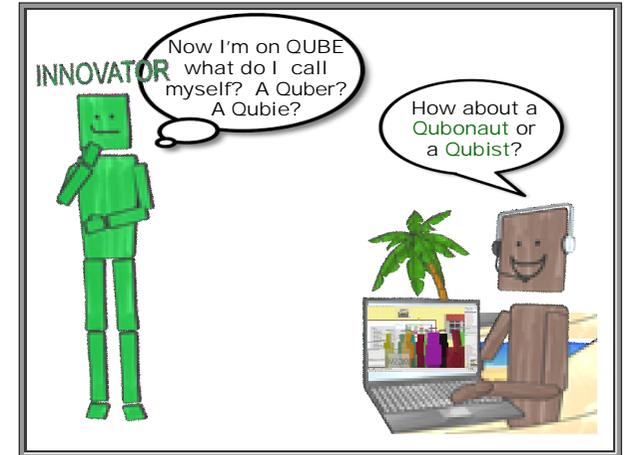
With larger groups we tend to organise in **quints**. There are two types of quints: **project** quints for working **collaboratively** to deliver a project and **learning** quints to focus on a specific topic area.

***A conference call ends up as one person speaking and 12 people doing their emails.***

QUBE is about **connecting**. So on QUBE you will learn **SpinCasting™**. In SpinCasting, periodically participants will be asked to comment or contribute in sequence using the **People list** menu on QUBE. Don't miss your chance to contribute in a SpinCast, you won't get a second

Leaving a qall? What is the etiquette? Be polite. Say you're taking a **QL** (not a quantum leap) a **QUBE leap** to another qubicle or the Lobby.

The rule on QUBE is "Type, then Talk!" This promotes **collaboration**. So you'll need lots of **Sticky Notes** (which are what we call our virtual Post-it notes). Don't worry, you'll never run out - there is an infinite supply of them that you can get hold of just by clicking the **yellow rectangular sticky note icon** in the menu.



If your tutor says, "OVOTT!" don't panic. It is simply a reminder that on QUBE we avoid the off-QUBE problem of multiple versions of spreadsheets/powerpoints, with everyone emailing each other asking "Which is the latest/correct version?" OVOTT is short for One Version of the Truth for real **collaboration**.

***What have you done today to make you feel proud?***

Saved the planet! The **CarbonCalculator™** on QUBE tells you: miles saved, hours you would have spent driving or flying, tonnes of carbon and even the number of trees you would have to plant to be carbon neutral - all instantly available to make you feel proud!

**QUBE Connect Collaborate** <http://QUBE.cc>

## LEARNING TO TRANSFORM

More on QUBE, case stories on business transformation and performance improvements, and even how its development was predicted by Arthur C Clarke in the days of black and white television at <http://QUBE.cc>