



360° Leadership Review

Participant Workbook & Conversation Guide

Participant Name: _____

Reviewer (Supervisor/Coach) Name: _____

Date: _____

Part 1: Opening the Conversation

Thank you for participating in this 360° Leadership Review. Our overall goal is to develop successful leaders in our organization, and the 360 is a tool used by many world-class organizations. The purpose of our discussion today is to explore the feedback you've received and how we can use it to foster your development as a leader. This session serves as a springboard for discussion and planning so that you can apply what you've learned to be even more effective on the job.

Part 2: Discussing the Feedback

Let's go over your individual 360 results. First, I want to remind you that we all have strengths and areas for improvement—also called developmental areas.

Strengths:

a. Summary: List your top 3 Key Strengths identified by your raters in the 360° Leadership Review:

1. _____

2. _____

3. _____



b. Identify positive feedback from your 360° Leadership Review Report. What resonates with you?

- Colleagues/Peers:

- Managers:

- Direct Reports:

- Self-Assessment:

Areas for Improvement:

a. Summary: List your top 3 Development Areas identified by your raters:

1. _____
2. _____
3. _____

b. Identify constructive feedback from your 360. What resonates with you?

- Colleagues/Peers:

- Managers:

- Direct Reports:

- Self-Assessment:



Analysis and Discussion

a. What were some common themes from the results which surprised you?

1. _____

2. _____

3. _____

b. What were some significant differences in perceptions which surprised you? What do you think contributed to these differences in perception?

1. _____

2. _____

3. _____

c. How do you feel others' perceptions help or hinder your leadership effectiveness?



Part 3: Developing an Action Plan

Let's talk about practical steps that can turn these insights into action. We would like you to take an active role in creating your development plan with specific goals. Keep in mind we need these goals to be SMART (Specific, Measurable, Achievable, Relevant, Time-bound).

Actionable Goals

a. Short-Term Goals: Outline 3 short-term steps and goals to improve your leadership over the next 3 months:

i.
ii.
iii.

b. Long-Term Goals: Outline 3 long term goals that will be the focus of your improvement over the next 1 to 2 years:

i.
ii.
iii.



Resources & Support

How can we assist you in accomplishing these goals?

a. Identify any resources you need to help achieve your goals:

1. _____
2. _____
3. _____

b. Identify any training you need to help achieve your goals:

1. _____
2. _____
3. _____

c. Identify any other areas where you could use support from your manager and/or the organization:

1. _____
2. _____
3. _____

d. Is there anything else you'd like to discuss?



Part 4: Closing the Conversation

Thank you again for participating in the 360° Leadership Review. What are your thoughts and feelings about this feedback and planning process?

We believe you have the skills and ability to make meaningful changes, and we are here to support you along the way.

Remember, growth is an ongoing process. Will you agree to continue getting regular feedback in the future? Will you commit to the development plan we have created for you today?

Follow-Up

a. Next Review Date: _____

b. Interim Check-In Dates: _____

Agreement

Participant signature: _____

Reviewer (Supervisor/Coach) signature: _____