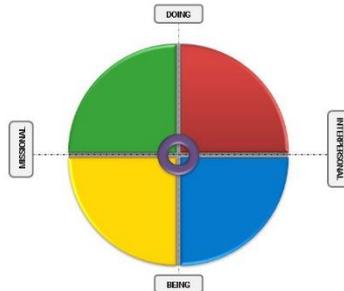




RIDLEY  
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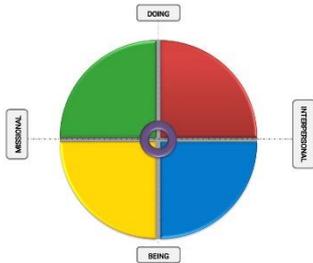
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# RIDLEY CENTRE FOR LEADERSHIP

Administering the Ridley Leader 360 Survey

# About the Ridley Leader 360 Survey

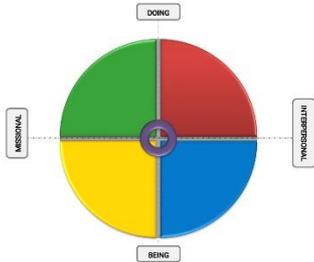


The Ridley Centre for Leadership's **Leader 360 Assessment** is a diagnostic instrument to enhance a leader's self-awareness, identify key strengths, and determine areas for growth and development. The assessment works on the principle of multi-level feedback as a basis for enhanced self-awareness and targeted improvement. The responders will be a mix of direct reports, subordinates, members or directors – anyone who is in a position to observe the leader.

The report and facilitation will help the leader to:

- better understand their strengths and weaknesses in key aspects of leadership competency and behaviour;
- set a baseline against which future changes/improvements can be measured;
- develop greater self-awareness;
- identify specific training and learning opportunities to make changes and improvements.

# The Leader 360 Process



As the **Survey Administrator** you have an important role in setting up the survey process. You may also have other roles in the process, completing a survey or facilitating the feedback.

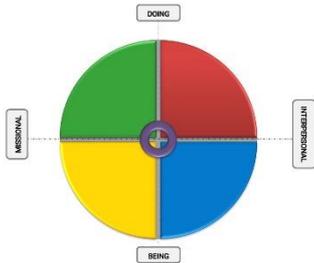
The most important thing that you can do is to select appropriate people to complete the survey. You may gather some ideas from the leader and their line manager. When selecting reviewers ensure:

- They are people who know the participant well.
- They represent a cross-section, having a wide variety of experiences with the participant;
- you select enough reviewers to ensure anonymity and get truly multi-dimensional feedback.

In order to initiate the process you will need the name, email and relationship to the leader.

You may include yourself as one of the reviewers. The Facilitator (see below) should not be a reviewer.

# Ensuring Quality Facilitation



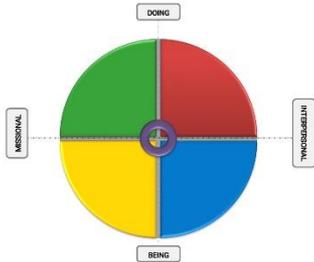
Either you as the Administrator or the leader's line manager must ensure that a suitable **Facilitator** is available to conduct a feedback session with the leader. Effective feedback is essential because this is where the individual learning points are teased out and action plans formulated.

There are a range of people who can function as a facilitator, either through internal management, human resources, a coach, mentor or an external consultant. A line-manager is usually not the best person to act as facilitator since they are a stakeholder and usually are too close, will over-represent their own perceptions, and may have their own agendas.

Feedback should be one-on-one. Two hours is usually needed. The leader will receive the report and will be asked to review it thoroughly ahead of the facilitation and to consider some questions designed to promote reflection. This session will document some action points including planned improvements, changes and specific training.

You may wish to repeat the process in 6-12 months' time to track of the leader's growth.

# The Next Steps



Once you have submitted the set-up form reviewers will be emailed. The email says:

Hi,

[Leader] from [Organisation] is undergoing a 360 degree appraisal. You have been identified as someone who would provide valuable feedback that will assist [Leader] to grow as a leader.

The form takes around 15 minutes to complete.

While we would appreciate your feedback as soon as possible, the latest that it can be received is next week on [Date]

Please find additional information and instructions in the pdf attachment.

The link to the survey is here: [Link]

Thank you in advance.

The leader will receive a similar email with a link to the self-assessment.

Reminders will be sent to reviewers if they have not completed the form after 5 days, and again after 7 days.

The report will be produced after 10 days, or earlier if all parties have completed the survey.

Thank you for administering the Ridley Leader 360 Survey. We pray that will greatly encourage and strengthen leadership in your organisation.