

# Head Light

Ready for 360 degree reviews and feedback?

Think again!

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**talent**  
by Head Light

## Introduction

There is no doubt that a well implemented 360-degree review and feedback process will make a significant and cost-effective contribution to your organisation. But, is now the time? We share what we consider to be the main considerations for maximising the effectiveness of 360 feedback programmes. If you come up short on any of these, do think carefully about the timing.

### 1. Ask yourself – is it still a step too far?

360 should be approached as an evolutionary way to capture feedback. If there is no historical approach to feedback being a fundamental and accepted part of the culture it may encounter significant obstacles. It may be that a formalised review processes and one to one feedback needs to be introduced to lay the foundations for the full 360 and help to realise the value it can add to an open, honest culture with a genuine desire to improve performance. Perhaps a pilot in a certain part of the business (usually the top) might be a better starting point?

### 2. Can I create a ‘What’s in it for them’?

When positioning the 360 with the end-user it is imperative that a clear purpose is defined. Is the overall outcome designed to support Management Development, Coaching, Career Development or Performance Management? Are you introducing new competencies, ways of working or bonus schemes? It may be some or all of these. By exploring with the users it will help to sell the “what’s in it for me” gaining buy-in and provide clarity to how the organisation will use the results.

### 3. Can I deal with ‘emotional’ objections?

Explain how the 360 will be administered, who will ensure it happens, who will collate the results and how, when will they receive the feedback and who from? Ensure that the process is transparent and all can see what the desired outcomes are. It is useful to show at this stage that the 360 process will be revisited to allow individuals to see how they have improved based on feedback captured over time.

### 4. Can I create a ‘What’s in it for the Management population’?

Is there an overarching strategy or goal that the organisation is working towards? 360 can be extremely effective when clear links can be seen between the outcomes and the future vision of an organisation. Are there values or a core mission statement that the behaviours link to?

### 5. Can I enlist their support as opposed to just agreement?

Identify the key stakeholders to act as “Champions” supporting the pilot of the process and promoting its worth and usefulness as a management tool. These may be a Senior Management Group or well respected members of specific business areas. This group would then define and promote the organisational need for the 360 i.e. to identify current skills against those required for future growth and develop training plans to assist this.

### 6. Are the questionnaires fit for purpose and considered relevant?

Where possible ensure that the questions reflect the desired competencies. If the organisation does not use competencies ensure that the language used is common across the organisation,

appropriate to the respondents and can clearly elicit the desired responses. It is useful to discuss the design of the questions and format with a pilot group of differing levels to ensure your format will deliver what is required and provide one clear consistent message of its worth. Do see our other resources on this subject.

### **7. Are these outputs aligned with core talent management processes?**

Wherever possible align the feedback to the Personal Development process within the organisation. Formalising action plans based on the feedback and reviewing quarterly shows commitment to the users. It also ensures the feedback is revisited and discussed regularly keeping the process alive and helping to embed it into the organisations culture.

The choice should be given to the individuals to discuss the action plans with their manager or a mentor. Sharing by choice in this way can then help to naturally encourage a feedback rich team who seek to adopt the process into every day operations.

### **8. Are those tasked with delivering and receiving the feedback ready, willing and able?**

Be specific when and how the feedback will be delivered. Ensure that the individuals are briefed on the stages on feedback - shock, anger, rejection, and acceptance. This helps them to mentally prepare for the sessions and understand their emotions are natural and expected. In our experience individuals can move more quickly to acceptance (and therefore action) when they understand the stages and the reasons for their feelings. Thus helping the feedback to be digested and understood more fully.

Ensure each individual understands that by being a willing participant in a 360 feedback process, they own the feedback. By accepting to be involved, make sure any ground rules are laid out in advance and that choosing to decline is 'ok'. It is only they that can act upon the feedback and use it to provide deeper self insight. Also explain that what they receive is in no way altered or edited - it is the views of their chosen respondents as provided on the forms.

## **About Us**

Head Light is a Talent Management software provider and business psychology consultancy. Formed in 2004, we serve the needs of mid-sized private, FTSE350 and public sector organisations, examples being Travis Perkins, Hammonds LLP, Horsham District Council and numerous police forces including Thames Valley Police and British Transport Police.

Our software platform 'Talent®' offers a range of highly customisable software modules including 360 degree feedback, performance appraisal, coaching tools, skills audit, and career progression applications. Our software is used to improve performance management effectiveness, develop leadership capabilities, identify 'high-potentials', enhance career progression and succession, and engage and retain key employees.

We have extensive experience in the provision of software, consulting, questionnaire development and feedback training to help organisations to get the most from their 360 degree review and feedback programmes.