

MAKING THE MOST OF YOUR 360 FEEDBACK REPORT

Eight steps to ensure you get the most out of your 360 feedback report:

- Take time to reflect and absorb your initial impression of the feedback
- Summarise the themes and trends that you have identified
- Share your initial 'takeaways' with someone who you trust to act as a neutral 'sounding board'
- Identify what you do well and decide how you can build on and maximise those strengths
- Identify areas to improve and decide what you are going to do to make changes
- Thank respondents for taking the time to give you feedback and maybe ask for further clarity if required
- Identify which actions will have the most positive impact on your leadership, 3 or 4 is a realistic target
- Share your conclusions with your manager and team

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