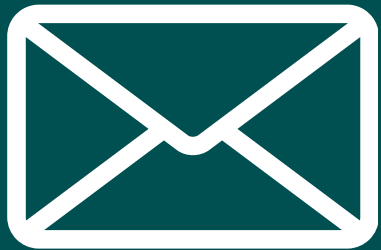
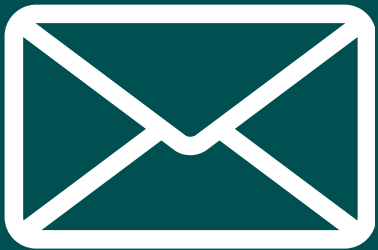


LCP and LCP-ME process for Project Managed 360's



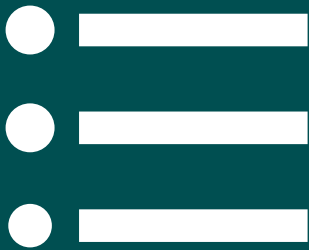
1. You receive a briefing email from a Project Manager at Leadership Circle

This will give you an overview of the process, timelines and supporting briefing documents.



2. You receive an email from notifications@theleadershipcircle.com

This will prompt you to set up your password for your account. Please check your Spam/Junk folder if you do not see your survey invitation in your inbox.



3. Think about the evaluators you would like feedback from

Please refer to the Guidelines for Selecting Evaluators you received in your briefing email.



4. Send briefing emails to your evaluators

Your initial briefing email includes some proposed wording you can use in these comms. Please also attach the Feedback Anonymity doc to these comms.



5. Your evaluators surveys launch

You have two options here:

- a) Send your list of evaluators to the LC Project Manager looking after your 360 (evaluator excel form included in your briefing email)
- b) Add your evaluators to the system yourself by clicking on the 'Add Evaluator' option and follow the prompts. Survey invitations are sent out automatically when you save your evaluators to your account.



6. Complete your Self-Survey



7. Your debrief coach will contact you to schedule your debrief

NB: You and your evaluators will receive reminders throughout the data collection period if your surveys are showing as pending. You will also receive high level status updates e.g. 2 of 4 Peers complete and this is a prompt to follow up with your evaluators on your end.