# 360 Degree Feedback Coaching Checklist

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# 360 Degree Feedback Coaching Checklist: preparing for the session

1. Make sure you receive a copy of the coachee's 360 Degree Feedback in good time so that you have time to read it thoroughly.

   Ask for any supporting information or documentation from the 360 Degree Feedback provider if you have not used this particular 360 model or product before.

2. Pick out the consistent key messages that you can identify from the 360 Degree Feedback report:

   -Look at the areas of strength and the development needs where the self-review and the feedback from reviewers are consistent i.e. the scores are within one or two scale points of each other. These will be the consistent messages.

   - Identify any inconsistencies (Three or more scale points ) between the self-review and the feedback from the reviewers. Are there significant inconsistencies between reviewer groups (e.g. peers versus direct reports)? You may wish to investigate these during the one-to-one session.

3. Make arrangements for meeting either in person or by phone. This sets the scene for a personal approach and ensures against email correspondence being overlooked.

4. Book a quiet, private area in which to hold the one-to-one meeting with the person whose feedback you are discussing. Make sure that you will be able to shut the door, switch off your phone and give the coachee your full attention.

5. This meeting should not be the first time that the individual has seen their 360 Degree Feedback report. You should check that they have had a chance to read through their report at least once before the meeting. If they have not read the report, you should give them at least a quarter of an hour to do so (depending on the length of the report).