

Draft Detailed Agenda: Initial 360° Feedback

1. Introductions (20-30 min)

- a. What is the purpose of this initiative?
Overall process? Review binder
And for today?
 - i. Learn more about your daily leadership successes, patterns and challenges, the organizational culture and how we will engage
 - ii. Debrief 360° results, answers questions you have
 - iii. 1 or 2 measurable objectives that will directly support what you are working on this quarter
- b. Who are we?
 - i. Me, Any immediate questions for me?
 - ii. Historical, current and future professional roles. Brief overview of your leadership career? Any memorable leadership development training?
Current daily responsibilities and reporting relationships. And 5 years from now?
- c. Roles, expectations for working together
 - i. My Style: Transparent and frank, Listen carefully, remain non-judgmental
fresh perspective to examine assumptions and current practices, compassionately challenge with questions; give and receive immediate feedback, at a minimum at the end of each meeting; Suggest and debrief resources, conversations, practice, observations, mini-experiments to pursue
 - ii. I expect you to make all the decisions: what to pursue and how, how fast; we work from your initiative
 - iii. Confidentiality in our meetings, you report a summary of the results and any “training” completed; I will take notes, toss at the end of engagement, if you wish my notes, I would request that you to read and react in writing, perhaps to keep as part of a journal
 - iv. What do you expect of me? Worst mistakes I might make in working with you? Expectations of yourself?
 - v. What’s the best way to get a hold of you?

2. Where are you starting from today? (50 min)

- a. What is on your radar this quarter? Key organizational or team issues, goals or challenges?
Immediate assignments and drivers that may require rethinking strategy in the next 4 months?
- b. Review 360° results, strengths, patterns, potential areas of leadership development
What conclusions are you drawing? What will you work on that will support the key issues on your plate?

3. Where do you want to be? (30 min)

- a. What do you hope to get out of this? 1 or 2 Specific, measurable, doable, development objectives that are relevant to helping you deal with your program issues or goals that are on your plate? Timebound?
- b. Who or what will support your efforts? What might interfere? Events? Natural disinclinations?
- c. How do you learn best?
- d. Any immediate ideas for how to proceed? Any action or initial steps that may create a more immediate impact?

4. Summary and next steps (10 min)

- a. How are you feeling about what we discussed? What is your confidence level (in me, in you) going forward?
How much can be accomplished given everything else on your plate right now? What is your realistic level of energy, time, attention to devote over the next 4 months for tracking, debriefing, practice? Any particular learnings or insights at this point?
- b. Initial intersession work plan
- c. Feedback about today
- d. Future coaching dates