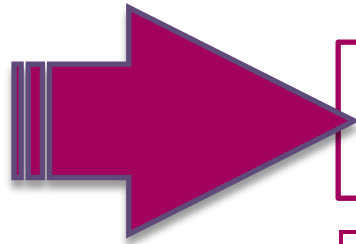


Healthcare Leadership Model 360° feedback timescales

Below is an overview of the timescales needed to complete your Healthcare Leadership Model 360 degree feedback tool, including your 2 hour facilitated feedback session. While setting up and completing your sections of the questionnaire should not take long, we recommend that you give your raters **at least 3-4 weeks** to complete their parts of the process. You should also confirm the availability of your facilitator as soon as you can.

Further information on each of the below steps are provided in the detailed User Guide, available from: <http://modelsupporthub.icaglobal.com/>
Please ensure you read this carefully.



How long will it take me?

When should I complete this by?

Date I will complete this by

What will I need?

 10-15 mins	 10-15 mins	 5-15 mins	 2 minutes	 15-30 mins	 A few minutes each week	 2 minutes	 1.5 - 2 hours
<i>At least</i> 4-6 WEEKS before feedback session	<i>At least</i> 4-6 WEEKS before feedback session	<i>At least</i> 4-6 WEEKS before feedback session	<i>At least</i> 4-6 WEEKS before feedback session	<i>At least</i> 3-4 WEEKS before feedback session	<i>Once a week</i>	<i>At least</i> 1 WEEK before feedback session	 0 WEEKS
Your raters' names and email addresses, email notice template (if using)	Your Academy ID number and password	Your raters' names and email addresses	2 hour window available for session, access to the Appraisal Hub	Time and a quiet place	Access to the Appraisal Hub	Line manager's completed feedback and completed self questionnaire*	Date, time and venue confirmed with facilitator

*minimum. We recommend waiting for as many of your raters to complete as possible before closing your report.