Dear Participants,

**Healthcare Leadership Model – 360° Facilitator Accreditation Training Day**

Thank you for booking onto the Healthcare Leadership Model 360° Facilitator Accreditation Training Day, on **xxxxxxx**

The workshop will run from **9.00am – 5.00pm**, with coffee on arrival from 8.30am. Refreshments and a buffet lunch will be provided.  Please let us know if you have any special dietary requirements.

The training will be held at the following venue: **xxxxxxxxx**

Prior to this training day you need to have completed and passed (80%+) the eLearning module as well as a 360**°** questionnaire. These actions must be completed by the **xxxxxxxx.**

**eLearning**

You will receive an email from **JCA Global** inviting you to complete the facilitator eLearning module. As a guide, facilitators take on average 2.5 hours to complete the e-learning and it must be completed prior to the course date. Please let us know if you don’t receive this email, or if you have any queries.

You will be required to complete a knowledge assessment at the end of the eLearning module. The pass mark for this test is 80%. If you fail this assessment prior to the training day, you will have the opportunity to re-take the assessment after the training day. If you fail the assessment for a second time, you will need to re-complete the training accreditation course.

**360° questionnaire completion**

You will receive an email from **leadershipacademy-appraisalhub@jcaglobal.com**, inviting you to complete your 360 questionnaire.

**To help you, please see attached a Quick Start Guide which will explain how to access a pre-paid 360 questionnaire and set up your raters.**

Once you have set up an account, registered for the Appraisal Hub and started your 360, you will need to **choose ‘XXXX’ as your facilitator**. You can do this by clicking on **Select Facilitator** in your 360 and entering their surname into the search option (please leave the region blank).

When your raters have completed, please remember to **Request your report** from your Facilitator by using the button onscreen. Your 360° report will be given to you during the course.

**Support**

If you have any difficulties completing the eLearning or creating your 360 questionnaire, please contact the **360 Support Team** on **01242 282979** or email **360support@jcaglobal.com**

**The workshop**

The nature of the workshop is a combination of theoretical input and experiential activity which will enable you to both develop personally and to acquire the skills, knowledge, competence and confidence to effectively use the tool.

Please be prepared to discuss your own experiences and your profile with fellow delegates as part of the learning experience. There will also be an observed feedback session in pairs during the afternoon which will give you an opportunity to practice your feedback skills using the tool and this will form the practical assessment for your accreditation. This session will be based on your own 360° report so will also provide you the opportunity to explore your own results.

We look forward to seeing you on the day.