

Facilitator Profiles Guidance Document

Accessing your Facilitator Profile

To access your Facilitator Profile, please log into the Appraisal Hub (<https://modelappraisalhub.leadershipacademy.nhs.uk>). You will then see the option on your homepage to **View or update my facilitator profile**.

Your profile will load on the editing screen, this is where you can add and edit your profile details. Please note: Once you have added your profile details, they will not be made live until a member of the Helpdesk approves your changes.

Viewing and saving your Facilitator Profile

At the top of your screen, four options are available:

- **View my profile:** Allows you to view your live profile in a new window, as it is displayed to other users.
- **Save as draft:** Allows you to save your profile to return and continue editing it at a later date – this does not submit your changes to the Helpdesk for approval.
- **Submit changes for approval:** Allows you to submit your changes to the Helpdesk for approval. If you change your mind, you will be able to recall this. You will be notified by email as soon as your changes have been reviewed and made live.
- **Revert Draft Changes:** This button deletes any saved and unsaved changes – your profile will revert back to what is currently live.

Your details and the Public Facilitator Database

The details in this box are taken from the Facilitator Database. If any of these details need updating, please contact the Helpdesk (360support@jcaglobal.com).


A version of the Facilitator Database is available to users who are not logged into the system. This is available from

<https://modelappraisalhub.leadershipacademy.nhs.uk/Public/FacilitatorSearch>.


Use the options below the Details section to choose whether you would like your email address (recommended) and your phone number (not recommended) to be displayed in this public database.

Contact the [360 Support Team](#) to update these details

Show email address on public database

 ?

Show phone number on public database

 ?

About Me, Accreditation and your Profile Image

You also have the option to add some more details about yourself to help participants select you as their facilitator:

- **About Me:** We recommend you use this free text option to let participants know about your experience, details of your location, costs, availability and any other details about yourself which might be helpful. *Please note that we do recommend a limit of 1000 characters.*
- **Accreditation:** This section lets participants know that you are accredited to give individual 360 feedback. If you are also accredited to give Group feedback, it will be stated here too. If you are not group accredited and would like to be, please contact the Helpdesk (360support@jcaglobal.com) for details.
- **Profile Image:** If you choose to, you can upload a profile image of yourself.

Your Links

You have the option to add links to external resources and other online profiles, for example, LinkedIn or other Coaching profiles.

When adding your link, please ensure you include the full URL to the webpage. For example: <http://example.com>) – the links **must** begin with "**http://**" or "**https://**"

We also ask that you add a **Friendly Name** for the link. This will be how the link is displayed on your profile (for example: [My Coaching Profile](#) or [My LinkedIn Profile](#)).

Your Files

You have the option to upload files to your profile, for example, certificates and other qualifications. Participants will be able to download and view these files from your profile.

When uploading files, please note they can be no larger than 5mb each – *please note: if you upload a file larger than this your unsaved progress may be lost.*

The following file types are accepted on the profiles:

- Word Documents (.DOC, .DOCX)
- PDF documents (.PDF)
- PowerPoint Documents (.PPT, .PPTX)

Help and support

We have included an example of a Facilitator Profile below.

If you'd like further help and support, please don't hesitate to contact the helpdesk on **+44 (0)1242 282 979** or by emailing 360.support@jcaglobal.com.

Example Profile

Please see below for an example Facilitator Profile.



Alex Facilitator

Details

Email:
Alex.Facilitator@NHSTrust.nhs.uk
City: Worcester
Region: West Midlands
Job Title: Learning and Development Co-ordinator
Organisation: NHS Trust
Costs: No costs
Phone Number:

About me

I will be on leave 7th – 19th June and will be unavailable to respond to requests or provide feedback sessions during this period.

As a part of the Learning and Development team at my Trust I enjoy helping colleagues to develop and challenge themselves. I have experience working with colleagues from a variety of professional backgrounds, including clinical staff and members of the senior team. I am an experienced coach and am also accredited in a range of other diagnostic tools, including MBTI.

I've been a Healthcare Leadership Model 360 degree feedback facilitator for over a year, and really enjoy working with users to go through their reports and help highlight areas of learning for their development. I like working with users as early in the process as possible so please don't hesitate to contact me even if you are just starting. I am happy to provide feedback sessions for any colleagues based in the West Midlands, though I'm afraid I won't be available to travel outside of the region.

I'd be very happy to have a conversation to see if we'll be a good fit, so please don't hesitate to get in touch if you have any questions or would like any further information.

Accreditation

I am accredited to deliver 360 feedback to individuals and groups.

Links

[LinkedIn Profile](#)

Documents

 [Facilitator Accreditation](#)
 [MBTI Certification](#)