**360 degree feedback of group leader**

Criteria

* instructions to group
* encouragement of the group
* feedback to the group
* level of group cohesion
* level of safety within the group
* task completion

|  |  |
| --- | --- |
| **Task** | **Comments on achievement & areas of improvement** |
| Conveying of instructions: communicating effectively, considering the needs of the team, clarity of instructions & encouragement of questions | Achievement:Area for improvement: |
| Group leader taking control of group: direction of the group in a fair manner, considering the needs of the group with the completion of the task in mind | Achievement:Area for improvement: |
| Were there regular/any feedback given to the group on performance of the task? team encouragement throughout reinforcing behaviour such as praise, giving members feedback & offering alternative solutions to problems | Achievement:Area for improvement: |
| Level of safety within the group – being heard, encouraged etc: did not force tasks beyond individual’s capabilities, considered different ability & designated production tasks according to individual differences  | Achievement:Area for improvement: |
| Task completed in a timely fashion: oversees & encourages team during task process, shares ideas to improve production | Achievement:Area for improvement: |
| Collaboration within the group: considers team ideas, listens effectively, encourages flow of ideas within the group | Achievement:Area for improvement: |

**Reflection: Growth & Development of the Team Leader**

Strengths

Growth/development opportunities

What will I do to improve?

Areas I would like to address in the next 6 months

**Performance Management of Team Member…**

|  |  |
| --- | --- |
| **Competency Area** | **Comments on achievement & area of improvement** |
| Taking responsibility: completion of task accurately & competently, exhibits concern for goals & needs of others | Achievement:Area for improvement: |
| Problem solving: identifies & analyses problems, formulates alternative solutions, recommends appropriate actions | Achievement:Area for improvement: |
| Collaboration/teamwork: uses diplomacy & tact to maintain effective & harmonious work relations, shares resources with others to promote positive & collaborating working relations, respects group diversity | Achievement:Area for improvement: |
| Communication skills: effectively communicates ideas, responds to others’ ideas & concerns without judgement, communicates & influences others to meet company goals | Achievement:Area for improvement: |

**Reflection: Growth & Development of Employee…**

Strengths

Growth/development opportunities

What will I do to improve?

What can the manager do to support this?