

Sent on behalf of MANAGEMENT NAME

Hi PARTICIPANT NAME

### **360 Degree Feedback Exercise**

As part of your development as a leader, we have included a 360 Degree Feedback exercise. This will help you in your career development and in turn improve organisational performance for us all at COMPANY NAME. It is managed independently by our partner, The McQuaig Institute.

We have chosen some key individuals to participate and to provide feedback on their perceptions of working with you. They have been selected in order to give a view from colleagues, co-workers and, where applicable, suppliers-customers.

Relationship	Name
Manager	MANAGER NAME
Colleague (Peer)	PEER NAME
Co-worker (Report)	REPORT NAME
Supplier	SUPPLIER NAME
Customer	CUSTOMER NAME

This feedback team has been carefully selected on the basis that they have a working relationship with you and so should be able to offer an honest view and give valuable comment.

However, if for any reason you believe that this may not be the case or if we have missed someone important, then please let me know by return email. They will otherwise receive an email which will go out on your behalf inviting them to complete the 360 questionnaire.

Best wishes in your leadership journey,

MANAGEMENT NAME