

Example Feedback Engine Set Up

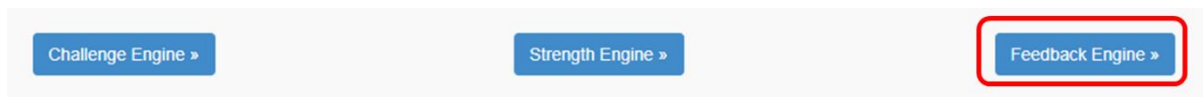
As promised, this is a guide on how to set up your feedback respondents on your RLDP.

Between now and when we see you, please gain feedback from a minimum of 3 respondents (maximum 8) to provide feedback on you. This is an opportunity to gain 360* feedback so normally someone who reports to you, your boss and a peer, are common requests. They will complete Part 1 of the assessment only and answer the questions in reference to you. Remind them this is a frequency at which you do something. And if they don't know you well enough to answer then they leave it blank.

Once you have decided on your individuals, as mentioned you will need their email address and you need to set them up on the system.

Here is a guide on how to do this:

Click on the Feedback engine (blue rectangle under the coloured profile wheel on your dashboard).



A generic email has already been drafted as a template:

Feedback Engine

Feedback is now open

Please send the following email, or a custom email with the link shown, to your assessors. People who have responded will be displayed below.

Email message to be sent to your respondents:

██████████ - Feedback Resilient leadership

I am starting my Resilient Leaders Development programme and would like to invite you to give me feedback along the way. I have chosen you because you know me well in my role as a ██████████

It is important that I get a really clear picture of where I'm strong and where I need to develop, so please only respond where you are really confident that you have seen evidence either way. If you are not certain just leave the statement and move to the next.

It should take you around 30 minutes to complete, thank you for taking the time to help me develop my leadership capability.

Best regards,

██████████

[Click here to provide your feedback for ██████████](#)

If the link doesn't work in your email reader, please visit:
<https://dp.resilientleaderselements.com/Feedback/Index?responderid=a6██████████a53>

Thank you.

All feedback is kept anonymous. If you have problems or are concerned please email us at info@resilientleaderselements.com, Resilient Leaders Elements. Web: www.resilientleaderselements.com

Copy and paste into email

You need to copy the whole text (including links) and paste it into a new email message to each respondent (it is the same text for each respondent). Feel free to edit and personalise as you wish.

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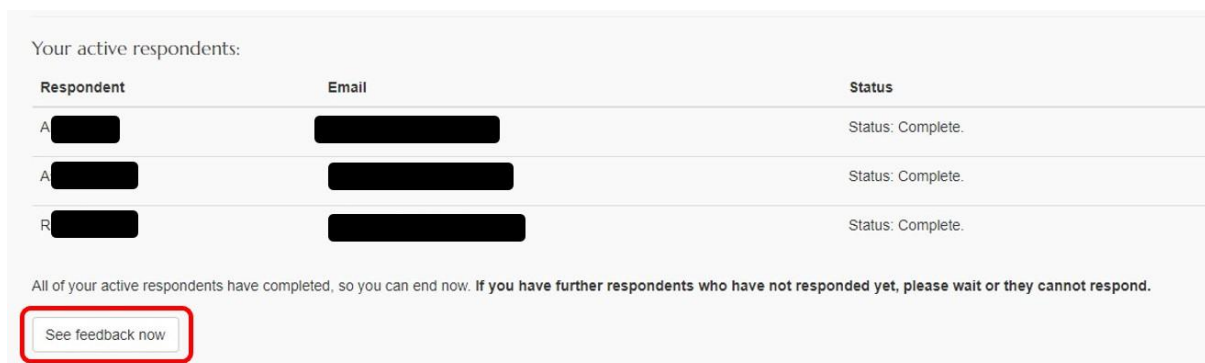
Then send the email to them.

You can keep track at a glance on your RLDP of how many have completed feedback, for example below, 2 individuals have sent feedback in. If 0/0 then no-one has etc.



If you click into the feedback engine then you can see who has completed and who hasn't therefore you can prompt (from experience this is very common).

Once you have a minimum of 3 feedbacks in, you can close the loop by clicking on 'See feedback now'. PLEASE NOTE, if you have more than 3 individuals you have asked, but they haven't yet provided feedback, once you close the loop you will not be able to add them/they won't be able to provide feedback after the act.



All feedback is anonymous and only after 3 can you see the feedback.

If you have any issues, then please do not hesitate to contact us.