

Process and guidance for group registrations

Steps	Guidance	Timeframe
01	Contact your group participants <ul style="list-style-type: none"> Contact group participants to gain their agreement to participate in the 360° Reflection Tool. Use the activities (available here) to prepare participants to seek feedback on their leadership capacity. Refer participants to the <i>Process and guidance for participants</i> (available here). Important: participants should NOT complete Step 1 'Register' of the process. 	Day 1
02	Register <ul style="list-style-type: none"> Click here to register as a group leader after all group members have agreed to participate. Receive an email acknowledging your group registration. Complete the group demographic spreadsheet (provided in email) and return it to 360reflectiontool@aitsl.edu.au 	Day 1
03	Make Payment <ul style="list-style-type: none"> Receive an invoice within three working days of registration. Make payment within seven days via direct deposit, cheque or credit card. Late payment will result in delays in the process. 	Weeks 1-2
04	Participants receive their login <ul style="list-style-type: none"> Our partner, Korn Ferry Hay Group, will email the group leader and group participants a login and password within eight days of payment. Ensure the participants know to check their email spam folder. 	Weeks 1-2
05	Participants nominate their raters <ul style="list-style-type: none"> Participants login and nominate their raters. Guidance to select and contact raters is (available here). Raters receive their login and password as soon as the participant has entered the raters' details. 	Weeks 1-2
06	Participants and raters complete the survey <ul style="list-style-type: none"> Participants and raters complete the survey and reflective comments. The survey takes approximately 45 minutes to complete. Participants and raters can logout at any time and return later to continue the survey. Participants can login to check the completion status of raters at any time. 	Weeks 2-5
07	Survey closes <ul style="list-style-type: none"> The survey will be closed after four weeks. If participants have not received the minimum amount of rater feedback required in a nominated category, they will be asked to combine rater categories. If applicable, participants are responsible for completing this step prior to survey close. 	Week 6
08	Participants receive their individual reports <ul style="list-style-type: none"> Approximately one week after the survey closes, participants will be emailed a NEW login and password to access and download their reports. Participants should access the <i>Unpacking your feedback</i> guide (available here) for help to interpret their feedback and plan their development. 	Week 6
09	Receive the group summary report <ul style="list-style-type: none"> After the participants have received their individual reports, the group leader will be emailed a NEW login and password to access and download the group summary report. 	Week 6
10	Professional learning and development <ul style="list-style-type: none"> Understand the group's strengths and improvement areas (refer to the <i>Unpacking your feedback</i> guide). Share group feedback with the participants and together set professional learning goals. Offer continuous development support and feedback – at a group and individual level. Register the group to re-take the 360° Reflection Tool after 12–18 months to formally track development. 	Week 6 onwards