

The logo banner features a blue background with a white text box containing the company name and tagline. The background image shows a modern building facade with a grid of windows.

## THE CONFIDENCE ADVANTAGE INC.

*Helping leaders be as successful as they dare!*

### Enhancing Your Value as a Leader & Coach

The ability to provide timely, and constructive, feedback and coaching is a key leadership skill.

The purpose of this tool is to help leaders obtain constructive, valuable, and insightful feedback about their team to support and enhance the quality of their coaching, and the development of focused personal development plans.

Experience leading teams, and watching others lead, confirms that leaders don't provide enough valuable and constructive feedback and coaching as result of four key challenges they face:

1. They don't have sufficient quality information.
2. They don't know how to deliver a difficult message.
3. They are afraid of providing feedback for fear they can't defend their position.
4. They are not always present when their team interacts with others.

Quality feedback is always important, but especially valuable at the time of a review. This is when the employee is looking to understand their rating, obtain valuable feedback to help them learn and grow, and understand how they are viewed by the organization.

To address the four key challenges leaders face, they need to solicit feedback in a very formal way.

In advance of the review, or personal development plan discussion, leaders need to solicit feedback from the individual's peers, colleagues, and if applicable their direct reports, leveraging a confidential survey tool. The short survey should include no more than four questions, such as:

1. Describe the individual's greatest strengths, skills and/or qualities. Please be specific and provide examples where appropriate.
2. Comment on the individual's ability to hold people accountable for high performance, focus on key milestones, and deliver quality results. Please provide examples where appropriate. (Note: If the individual is not a people leader replace "to hold people accountable" with "to set goals")
3. Describe one or two things the individual could do differently that would enhance their impact and effectiveness. Please be specific and provide examples where appropriate.
4. What are one or two changes the individual could make to increase the effectiveness, quality, and impact of their communication? Please be specific and provide examples if possible.

You and the individual will also complete the survey to provide a holistic understanding of their performance and competencies.

A key to the success of the survey is reminding participants that the feedback is confidential, and that it is only being obtained to add value to the employee's growth and development.

If you consistently and diligently follow this process, you will significantly improve the employee's experience, and your ability and value as a coach!