

## THE PROGRAM

### 360 Checkpoint

**The CheckPoint Management System** is a 360-degree assessment. It is used primarily to evaluate the effectiveness of your managers and leaders. This assessment combines feedback from direct reports, peers, supervisors, and even customers, with a personalized program for developing specific leadership skills based on that feedback. This process highlights a manager's job performance in eight universal management competencies: communication, leadership, adaptability, relationships, task management, production, development of others, and personal development.

#### Why Assess Employees with CheckPoint 360<sup>o</sup>™?

The CheckPoint 360<sup>o</sup>™ helps managers identify and prioritize their own development opportunities. It also helps the organization to better focus management training and development investments, proactively uncover misaligned priorities between senior executives and front-line managers, and surface management issues that could lead to low employee productivity, morale, satisfaction and turnover.

The CheckPoint 360<sup>o</sup>™ Leadership Competency Feedback System is based on four integrated components designed to streamline the leadership development process: CheckPoint 360<sup>o</sup>™, Organizational Management Analysis™, SkillBuilder, and Coaching Services.

#### How Does It Work? CheckPoint 360<sup>o</sup>™

The CheckPoint 360<sup>o</sup>™ is the foundation survey and assessment tool used to:

- Gather perceptions of the manager's leadership capabilities from the manager and a reference group of boss, peers and direct reports
- Enable a complete understanding of the manager's capabilities across eight key management competencies and 18 key Skill Sets
- Provide insight into each Skill Set through a robust set of reports

#### Organizational Management Analysis (OMA)

The OMA consolidates CheckPoint 360<sup>o</sup>™ assessment data from the entire management team to create an executive view of an organization's management capabilities.

#### SkillBuilder

Profiles SkillBuilder™ leverages the findings from the CheckPoint 360°™ to create a personalized improvement plan for each management Skill Set that requires further development

## Coaching Services

Coaching Services provides personalized guidance to help your managers reach their leadership growth goals.

<b>MEASURES</b>	<p>18 supporting Skill Sets</p> <p>Eight Management and Leadership Competencies:</p> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Leadership</li> <li>• Task Management</li> <li>• Personal Development</li> <li>• Relationships</li> <li>• Adaptability</li> <li>• Development of Others</li> <li>• Production</li> </ul>
<b>THE PROCESS</b>	<p>Using a Survey...</p> <ul style="list-style-type: none"> <li>• The manager completes a self-evaluation</li> <li>• The supervisor rates the manager</li> <li>• Peers rate the manager</li> <li>• Direct reports rate the manager</li> </ul> <p>All survey information provided by the respondents (except the manager's rating) is completely confidential.</p>
<b>TIME TO TAKE</b>	<p>15 minutes for each participant</p>
<b>REPORTS</b>	<ol style="list-style-type: none"> <li>1. The four-color multi-rater feedback system report describes a manager's skills for eight universal management and leadership competencies with 18 supporting Skill Sets.</li> <li>2. It also includes a personal development section for the 18 Skill Sets that guides the manager through ways to improve their job performance.</li> <li>3. Comparison reports provide a means of measuring a participant's progress in developing leadership qualities and management skills.</li> <li>4. An Organizational Management Analysis™ report provides a summary of all individual CheckPoint 360°™ reports within the organization or division of the organization.</li> </ol>
<b>ADMINISTRATION</b>	<p>Internet</p>