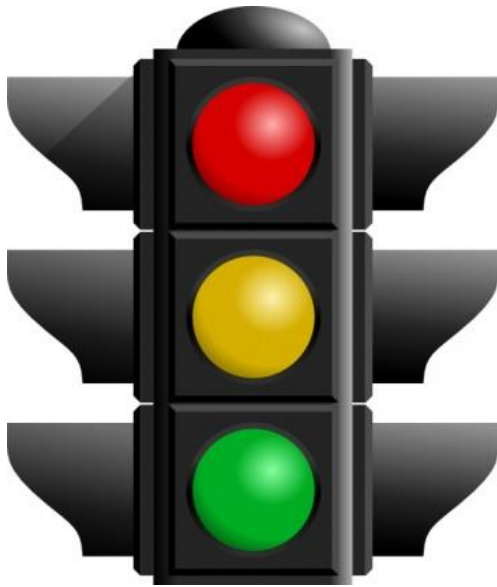




Stop
Start
Continue

A



**A TOOLKIT TO HELP YOU 'REMOVE YOUR BLIND SPOTS'
AND FIND OUT WHAT OTHERS THINK ABOUT YOU AS A
LEADER!**

ABOUT THIS TOOLKIT

After reading this sentence you will realise that the the brain doesn't recognise a second 'the' – and that's how we often manage our businesses. We're all incredibly busy, and most of us don't take the sufficient time out to reflect on what we do, and how we do it. This toolkit is a simple way of doing just that!

Basically, it's a mechanism for getting some feedback on how you do things. You can be as specific or general as you like in terms of what you want feedback on. For example, it could be a general view of you as a leader, or something specific... the way you communicate, the way you run meetings, the way you organise things.

You can also use it as a way of getting feedback about things in the business as a whole. It's a great way of quickly creating some constructive discussion and debate.

What should we as a business/team **STOP**, **START**, **CONTINUE** doing about...

How you use it is up to you.

HOW TO USE IT

- **Decide what you specifically want to evaluate – is it you as a leader generally/the way you communicate/the way you delegate?**
- **Use the 'pro-forma' or create your own if you're evaluating something other than 'you as a leader'**
- **Decide how you want to receive the feedback**
 - **Compiled by someone else?**
 - **Written forms returned to you personally?**
 - **Anonymously?**
 - **Face to face discussion**

Your challenge is to establish a process that works to you and your people

- **Explain to your team you want their feedback, give them the document and ask them to complete it**
- **Review the feedback**
- **Act on the results!**

STOP - START - CONTINUE

To help me improve my Leadership skills, I need your feedback.

Please tell me what I need to **STOP**, **START** and **CONTINUE** doing to do this. Please be frank and honest - I won't be offended!

STOP

What should I stop doing? What irritates, annoys you about me?

START

What things do I need to work on/improve?

CONTINUE

What do I do well?

STOP, START, CONTINUE:

Key Learning Points For Me From This Exercise:

Actions I'm Going To Take

What	By When