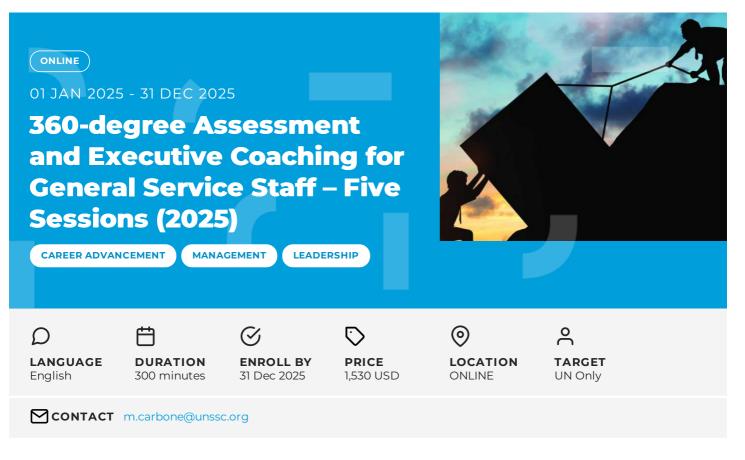


## Learn more and register at www.unssc.org



Are you looking to enhance your personal effectiveness and unique leadership qualities? A highly effective way to achieve this is through a comprehensive 360-degree Assessment and coaching experience, designed to facilitate your professional growth.

The 360-degree Assessment provides valuable insights into how others perceive you and your engagement within your work environment. This understanding is further enhanced through five Executive Coaching Sessions, where the insights are contextualized and expanded upon. These sessions help you develop actionable steps to leverage your strengths and address areas for improvement, based on the results of the 360-Degree Assessment.

## Introduction

## What is a 360-degree Assessment?

A 360-degree Assessment is a structured process that provides a comprehensive view of your leadership and management style. It collects feedback from individuals you regularly work and interact with, offering a well-rounded perspective. This feedback typically comes from your direct reports, peers, supervisors, and other stakeholders whose opinions you value, along with your own self-evaluation.

## What can you learn from your feedback?

It's natural to wonder what you'll gain from this process. While receiving feedback can sometimes feel daunting, it's important to remember that in this context, the 360-degree Assessment is used solely for developmental purposes. The feedback is designed to support your growth, highlighting strengths you may not fully recognize and identifying areas for improvement and potential blind spots. This valuable insight helps you build self-awareness and create a roadmap for personal and professional development.

# Objectives

- 1. **Increase self-awareness:** Participants will gain a deeper understanding of their strengths and areas for improvement through a 360-degree Assessment and individualized feedback from colleagues.
- 2. Improve leadership skills: Participants will identify specific leadership and management competencies to develop through the analysis of 360-degree feedback and coaching sessions.
- 3. Foster personal growth: Participants will engage in self-reflection and identify actionable goals for personal and professional development based on the 360-degree Assessment results.
- 4. Enhance communication skills: Participants will practice active listening and constructive dialogue during coaching sessions, with a focus on addressing feedback from the 360-degree Assessment.
- 5. **Apply feedback effectively:** Participants will learn how to analyze and interpret feedback from the 360-degree Assessment, and develop strategies to implement change based on this feedback.
- 6. **Strengthen teamwork:** Participants will explore their impact on team dynamics and identify ways to enhance collaboration and communication with team members based on the 360-degree Assessment results.
- 7. **Increase emotional intelligence:** Participants will gain insight into their emotional self-awareness and social awareness, and develop strategies to enhance emotional regulation and relationship management skills through the analysis of 360-degree feedback.
- 8. Develop a growth mindset: Participants will embrace a learning orientation, view feedback as an opportunity for growth, and be open to exploring new ideas and perspectives during coaching sessions.

These learning objectives can help guide participants through the 360-degree Assessment and executive coaching process, ensuring that they focus on personal growth, leadership development, and improved performance within their roles.

# **Course methodology**

This activity consists of two interlinked components:

1. 360-degree Assessment

2. Executive Coaching

## 1. Our 360-degree Assessment

The UNSSC has developed the **"UNSSC Workplace Insights 360,"** specifically created for General Service staff and any other UN staff without managerial or supervisory responsibilities.

Alignment: Specifically tailored and aligned to the domains of:

**Connection**, exploring the following areas of focus:

- Openness
- Inclusion
- Teamwork
- Respect and Empathy

## Action:

- Managing Activities
- Decisive Action

## Inspiration:

- Resilience
- Personal Impact
- Learning and Growth
- Drive

## Intellect:

- Grasping complexities
- Innovative Thinking
- Specialist Knowledge

**Cross-mapping:** To further ensure their validity and adherence to UN realities, the characteristics and dimensions examined within this Assessment are also cross-mapped with:

• The Values and Behaviours Framework;

#### • The UN Leadership Framework

## Raters: Feedback in the UNSSC Workplace Insights 360-degree Assessment is requested from various categories of raters:

- The Self
- Peers
- Supervisor(s)
- Other
- Relevant External Stakeholders

## NOTE: ANONYMITY AND CONFIDENTIALITY OF THE 360-DEGREE ASSESSMENT PROCESS

The standard set-up for a 360-degree Assessment is that the feedback provided from the raters is anonymized to guarantee the psychological safety of all involved, except the Supervisor, **whose feedback is always identifiable**.

Should the Client require a different set-up, this will need to be defined and agreed upon prior to the beginning of the 360-degree Assessment process.

- This 360-degree Assessment process is not aimed at performance management; it is a developmental tool.
- Coaching sessions are normally confidential. If an alternative arrangement is needed, it must be mutually agreed upon before the sessions begin.

## 2. Executive Coaching: Five Individual Coaching Sessions of 60 minutes (inclusive of 360-degree Assessment debriefing)

The coaching session will entail the Executive Coach undertaking a specific debrief of the 360-degree Assessment results, allowing for interpretation and contextualization;

UNSSC is in charge of selecting the appropriate coaches and pairing them with each coachee/participant;

As a standard set up, the sessions and their outcome are confidential between the coach and the coachee. Should a different set-up be required, it should be agreed upon prior to the start of the activity.

Our coaches are proficient in debriefing this specific 360-degree Assessment.

Both the 360-degree Assessment and the Executive Coaching are in English.

## **Course contents**

Please be aware of our coaching policy on scheduling, rescheduling, cancellation and no-show of sessions:

## Procedure and Scheduling of the Coaching session:

- The time of the coaching meetings will be determined by the coach and client based on a mutually agreed upon time.
- Coaches will make a minimum of two attempts in writing to communicate with the client to schedule the session.
- If the coaches' efforts do not result in the scheduling of the session, UNSSC will make contact with the client and advise on a deadline for the replying and scheduling of the session in order to avoid forfeiting a session.
- If the above efforts do not result in a coaching session being scheduled and completed within the agreed time frame, the client will forfeit a coaching session.

## Cancellation of sessions and no-shows

- Coachees must give their assigned coach 24-hour cancellation notice prior to their scheduled session.
- Coachees are allowed a maximum of two cancellations per coaching session.
- In the event that participants have exhausted the allowance of re-scheduling their sessions, or they no-show or cancel their session with less than 24 hours' notice, the coachee will forfeit a session.
- Exceptional circumstances will be dealt with on a case-by-case basis by the coach and coachee.

# **Target audience**

This activity is open to UN General Service-level staff from across the United Nations System.

Please note that the activity will start at the end of each month after your enrolment.

In order for us to better tailor the coaching offer to your needs, kindly reply to these questions in the "Motivation" field when you enrol online:

- Have you ever been coached before?
- Have you ever taken a 360-degree Assessment?
- If you have been coached before as part of one of our programmes, would you like to be assigned to the same coach?

# **Cost of participation**

The \$1,530 fee includes the 360-degree Assessment and its debriefing over five coaching sessions of one hour each.