

360 Degree Frequency Report for << Delegate Name Here >> Feb 02

Informative - effectively gathers information to establish facts, provides clear oral/written information about a problem, issue or event.												
Importance to Job	GT	S	M	C	T	1. Sifts the vast array of business information, quickly identifying the key messages for all stakeholders	Level of Competence	GT	S	M	C	T
Do not know							Do not know	1				1
Not Necessary							Not relevant					
Useful, but not necessary							Very Low					
Quite Important							Low					
Important	1				1		Moderate	2				2
Very Important	6	1		3	2		High	5	1	1	3	
Essential	1		1				Very High					
Importance to Job	GT	S	M	C	T	2. Ensures that communication is three way – up, down and across	Level of Competence	GT	S	M	C	T
Do not know							Do not know					
Not Necessary							Not relevant					
Useful, but not necessary	1			1			Very Low					
Quite Important							Low	3			1	2
Important	4	1		2	1		Moderate	3	1	1	1	
Very Important	3		1		2		High	2			1	1
Essential							Very High					
Importance to Job	GT	S	M	C	T	3. All written communication is clear, understandable and business relevant	Level of Competence	GT	S	M	C	T
Do not know							Do not know					
Not Necessary							Not relevant					
Useful, but not necessary							Very Low					
Quite Important							Low	2				2
Important	1				1		Moderate	3		1	2	
Very Important	5	1	1	1	2		High	3	1		1	1
Essential	2			2			Very High					
Importance to Job	GT	S	M	C	T	4. All verbal communication is clear, understandable and business relevant	Level of Competence	GT	S	M	C	T
Do not know							Do not know					
Not Necessary							Not relevant					
Useful, but not necessary							Very Low					
Quite Important							Low					
Important	2	1			1		Moderate	3	1			2
Very Important	5		1	2	2		High	5		1	3	1
Essential	1			1			Very High					
Importance to Job	GT	S	M	C	T	5. Utilises all communication networks to find out what is happening in the business	Level of Competence	GT	S	M	C	T
Do not know							Do not know					
Not Necessary							Not relevant					
Useful, but not necessary							Very Low					
Quite Important							Low					
Important	1				1		Moderate	5	1	1	1	2
Very Important	5	1	1	1	2		High	3			2	1
Essential	2			2			Very High					
Importance to Job	GT	S	M	C	T	6. Identifies the information needs of listeners	Level of Competence	GT	S	M	C	T
Do not know							Do not know					
Not Necessary							Not relevant					
Useful, but not necessary							Very Low					
Quite Important							Low	1			1	
Important	3			1	2		Moderate	3		1	1	1
Very Important	5	1	1	2	1		High	4	1		1	2
Essential							Very High					
Importance to Job	GT	S	M	C	T	7. Adopts a flexible approach which respects different audience and situational needs	Level of Competence	GT	S	M	C	T
Do not know							Do not know					
Not Necessary							Not relevant					
Useful, but not necessary							Very Low					
Quite Important	1				1		Low	3			1	2
Important	4	1	1	1	1		Moderate	3		1	1	1
Very Important	3			2	1		High	2	1		1	
Essential							Very High					