

Sandhills Principal's Institute
360 Feedback and Change Style Indicator (CSI) Instruments

Directions and Schedule

Aug. 6/7 (Tues/Wed.) **ORIENTATION** for completing instruments (by conference call)
Principals begin securing "**raters**" and their e-mail addresses.
Jim and Stephanie will send principals' e-mail addresses to
Multiple Health Systems, Inc. (MHS - the assessment company).

Aug. 12 (Mon.) Each principal will receive a link from MHS to "self administer" the 360
and CSI instruments. It will take about 30 minutes to take both
instruments for a "**Self Report.**"

**Within the link, there will also be specific instructions on
how to set up your raters for the 360.** The link will
come from:

dliassessmentcenter@discoverylearning.net

Aug. 16 (Fri.) **Principals will set up and initiate their raters for the
360 feedback instrument.** When you initiate the raters, they too will
get a link from: dliassessmentcenter@discoverylearning.net
(Also, provide this address to your tech people to temporarily drop your
school or school district's Spam Blocker to avoid missing MHS mail.)

***Your selected Raters will have "three weeks" (Aug. 16 to Sept. 6) to complete
the 360 Feedback Instrument on your leadership skills and return to MHS. It is
IMPORTANT for principals to urge raters to complete the instrument quickly –
only takes about 20 minutes.***

Sept 6 (Fri.) Raters **must** have all completed ratings to MHS by Friday, Sept 6.
MHS will prepare the individual profiles for private feedback.

Sept. 25-27 Stephanie will schedule a private, **Individual Feedback Session**
with Jim or Fred for each principal (Wed., Thur., or Friday).

Wednesday, September 25 Cumberland County Board Office
9am - 3:00pm

Thursday, September 26 Moore County Ed Center
9am - 4pm

Friday, September 27 Bladen County Central Office
9:30am - 12:30pm

Bring your personal laptops in order to access your profiles.

Oct. 22 **First meeting of the Institute - Moore Co. Board of Education**
(Tues.) Fred and Jim will lead a group leadership session for all participants on
meet how to use the 360 and CSI to improve your leadership skills and
your administrative goals.

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