**Building Strong Library Associations**Perceptions of change

**Tool 4: Perceptions of change reporting instrument**

**When to use?** This should be used near the end of the Small Project, but only with the permission of the Association leaders. This instrument is a modified form of the 360 degree appraisal management tool.

**Rationale.** The aim is to gather the perceptions of colleagues about any changes in the behaviour or actions of Association leaders after they have been through the training provided.

**How to use?**

**L**eaders should be asked to nominate four informants who will complete the instrument. Ideally this should be someone who supervises or has an overview of the leader concerned, one or two people at the same organisational level and one or two people who report to the leader. It should be made clear that the replies received will be treated as confidential and will only be used to evaluate the impact of the Small Project programme.

* You will need to choose someone to read the assessments and provide an anonymised report. This person will have to be trusted by all of the leaders. Since the aim is to see how much change the training has generated it will not be appropriate to report individual behaviour change.
* Ask the nominated people to complete the instrument and return it to the selected reporter. Explain that their replies will be kept anonymous and will only be used to evaluate the impact of the Small Project programme.

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Thank you for agreeing to provide this feedback. It will only be used to help evaluate the impact of the leadership training programme.

Have you seen any changes in [name the leader] behaviour which you think may be attributable to the leadership training?

If so, what changes? To help you to answer this question we have listed some of the areas covered by the training below. Please feel free to answer under these headings or in any other way that you feel may best describe any changes that you have noticed.

*[ Note to the Small Project organisers: This list is only a set of suggestions. Please make your own list based on the content of the leadership training programme.]*

Professional values

Member representation

How the Association is governed

Identifying Association needs

Strategic planning of the Association

Advocacy for libraries

Forming and building partnerships

Library collaboration across the [name the region] region.

Thank you very much for your comments. Please send or hand this to [name of report compiler].