CreativeHuddle

CARDS

TIME
30 minutes

GROUP
Up to 20 people

Teamwork

Feedback 101

Learn three kinds of feedback, sort example cards and ask for the kind you'd like more of.

HOW IT WORKS

Each card holds one line of feedback. Groups sort the cards into three piles: appreciation, coaching and evaluation. A card that carries two kinds goes between the piles, and the group says why.

Materials. One set of cards for each group, cut up, and a table or whiteboard with space for three piles.

Cut along the dashed lines.

FEEDBACK 1

Thanks for staying late to finish the bid. It made a real difference to the team.

FEEDBACK 2

Next time, try sending the agenda a day early so people can prepare.

FEEDBACK 3

Your sales this quarter were 10% above target.

FEEDBACK 4

Your report is clear and well argued. Putting the recommendation on page one would make it even easier to act on.

FEEDBACK 5

Your notes from Monday's meeting saved me an hour this morning.

FEEDBACK 6

This draft is ready to go to the board.

FEEDBACK 7

When the client pushes back, try asking what's behind their concern before you answer.

FEEDBACK 8

I always enjoy working on projects with you.

FEEDBACK 9

You met four of your five objectives this year, and the fifth is the one to focus on next.

FEEDBACK 10

If you pause after each slide, people will have more chances to ask questions.

FEEDBACK 11

The way you welcomed our new starter made her first week much easier.

FEEDBACK 12

I'd give this presentation 4 out of 5.

Answer key for the leader. Appreciation: 1, 5, 8 and 11. Coaching: 2, 4, 7 and 10. Evaluation: 3, 6, 9 and 12. Card 4 also carries appreciation, and card 9 also carries coaching.

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