CreativeHuddle

SCENARIOS

TIME
30 minutes

GROUP
Up to 20 people

Teamwork

Feedback Scenarios

Practise the everyday feedback that helps a colleague grow, from a specific thank-you to a next step.

HOW IT WORKS

Each scenario is a moment when a colleague could use some feedback, from a thank-you to a next step. As a group, agree what you'd say next and write it in your own words in the space below. Make it specific by naming what the person did and what it led to, or the next thing to try.

Materials. One sheet for each group of four and a pen.

1 A first client presentation

Amira gave her first presentation to a client this morning. She kept to time, and her answer to the client's hardest question won them over. She asks you how it went. What do you say next?

2 A late finish

Tom stayed an hour late on Thursday to help you finish a bid on time. It's Monday morning and you're making coffee together. What do you say next?

3 A first report

Jess joined the team three weeks ago and has sent you her first report. The analysis is thorough, and the main recommendation sits on page six. She asks what you think. What do you say next?

4 A draft plan

Sam asks for your view on his draft plan before he shares it with the leadership team on Friday. The plan is clear, and you think one more figure on cost would help it win support. What do you say next?

5 A point well made

Leon usually listens more than he talks in team meetings. Today he made the point that changed the team's decision. You catch him afterwards. What do you say next?

6 A question from your manager

Your manager asks what she could do to help you do your best work this quarter. You'd like more notice when a deadline moves. What do you say next?

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