



GUIDE



THE FEEDBACK FLIPBOOK



15 Ways to Gather & Give Meaningful Feedback

This flipbook is packed with easy, staff-friendly ways to ask for input—and give it—without the awkwardness. Perfect for building trust, boosting morale, and making feedback feel natural and fun.



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alpaca



REAL TALK. REAL CONNECTION.

Feedback is how we grow, connect, and get better—together. But let's be honest: asking for it (and giving it) can feel uncomfortable. The Feedback Flipbook was created to make it easier, more natural, and more meaningful.

Inside, you'll find 15 simple strategies to spark input, boost morale, and build trust. Each prompt opens the door to reflection—without the pressure—so everyday moments become real opportunities for connection.

Build a culture where people feel valued, seen, and safe to speak up—because in schools, that kind of culture changes everything.

WHAT'S INSIDE...

- **15 feedback formats** for meetings, PD, and everyday moments
- **Printable templates** for peer feedback, meeting tools, and more
- **Mini-Guide:** tips for asking, giving, and responding to feedback
- **BONUS:** Staff Shout-Out Slips for quick celebrations



Sticky-Note Stations

Set up a board with a simple prompt like "What's one thing that's working?" or "What do you need more support with?" and invite staff to post sticky notes anonymously or with their name. This low-stakes format gives everyone a voice and allows trends to emerge visually. It's perfect for PD days, planning meetings, or hallway stops.



Leader Tip:

Rotate prompts monthly to keep ideas fresh. Review responses as a team to show their voices matter. Highlight any actions taken in newsletters or meetings to close the loop and build trust.



Exit Ticket For Staff

At the end of a meeting or PD session, give staff a quick slip to answer questions like "What's your biggest takeaway?" or "One thing to improve next time." Collect them as they leave to gather immediate insights. These responses can help you adjust future sessions, spot misunderstandings, or celebrate what resonated most.



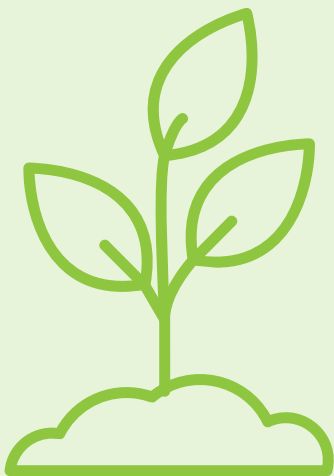
Leader Tip:

Keep exit tickets simple—1 or 2 questions max. Share key themes in the next meeting or email. **Staff will feel heard and more invested when they see their input shaping future sessions.**



Glow & Grow Cards

Hand out cards where staff write one thing they appreciated (Glow) and one area for growth (Grow) about a meeting, PD, or peer observation. This structure encourages both affirmation and reflection. It keeps feedback balanced, constructive, and focused on continuous improvement without feeling critical.



Leader Tip:

Model this by giving "Glow & Grow" feedback yourself. Share examples during meetings so staff see how to balance praise and suggestions with kindness.



Two Stars and a Wish

This peer-to-peer strategy invites staff to share two specific compliments (Stars) and one hopeful suggestion (Wish) with a teammate or about a school practice. It creates a safe structure for giving honest, actionable feedback without sounding critical. Use it after observations, during PLCs, or in coaching cycles.



Leader Tip:

Use this during peer observations or team check-ins. Encourage staff to deliver "Stars" first to build confidence, then add the "Wish" as a supportive nudge for growth.



Feedback Jar

Place a jar in the staff lounge or mailroom labeled “Feedback” where staff can drop quick notes about anything they want leadership to know—challenges, ideas, or celebrations. Anonymous submissions help surface honest feedback that might otherwise go unsaid. Empty and review regularly, then close the loop by addressing themes.



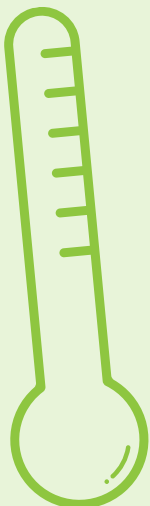
Leader Tip:

Pair a Feedback Jar with a “Wins Jar” to balance constructive and positive input. Regularly share responses and follow up on action steps to show staff their feedback drives meaningful change.



Temperature Check

Ask staff to rate their mood, the day, or a meeting on a simple 1–5 scale using numbers, emojis, or stickers. For added insight, include space for optional “why” explanations. It’s a fast way to gauge how people are really feeling and spot emotional patterns over time.



Leader Tip:

Try adding emojis or colors for a visual twist. This check-in gives you instant insight into team morale and helps you adjust meeting tone or follow-up conversations as needed.



One-Word Wonder

At the end of a staff meeting or PD, ask everyone to write down one word that sums up their experience, current mindset, or a key takeaway. Compile responses into a visual word cloud or read them aloud anonymously. It's short, sweet, and surprisingly powerful.



Leader Tip:

Collect words anonymously to encourage honesty. Sharing a word cloud helps staff see common feelings and sparks conversations about areas of success or improvement.



If I Were the Principal...

Give each staff member a card that says, "If I were principal for a day, I would..." and collect their answers. You'll get a mix of silly, smart, and heartfelt ideas that help reveal staff values and creative thinking. It opens the door to transparent feedback with a playful twist.



Leader Tip:

Encourage both serious and silly answers. Celebrate fun ideas publicly and discuss thoughtful suggestions privately or in small groups.



The Mirror Method

Have staff partner up and take turns sharing one strength they admire in each other and one thing they'd like to learn from their colleague. This builds mutual appreciation and encourages skill-sharing across teams. It's perfect for team-building, retreats, or start-of-year PD.



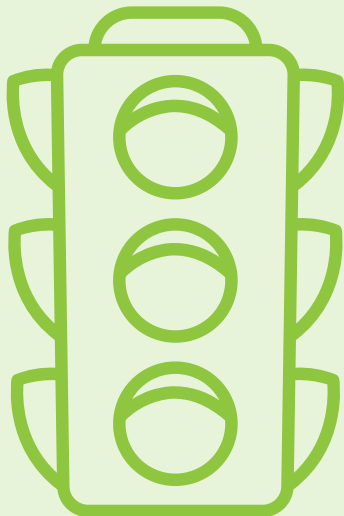
Leader Tip:

Use this during team-building days or PD. Remind staff to focus on strengths and frame "I'd love to learn" comments as compliments to promote a culture of peer growth.



Stop, Start, Continue

Ask staff to reflect on a system, practice, or meeting and respond to three prompts: What should we stop doing? What should we start doing? What should we continue doing? This structured reflection helps teams focus on what matters most—and quickly turns ideas into action.



Leader Tip:

Do this quarterly to keep practices fresh and relevant. Share outcomes with staff so they see their input leading to change, which strengthens buy-in and trust.



Silent Sticky Wall

Invite staff to respond to a prompt using sticky notes and silently place them on a board under specific categories like "Strengths," "Challenges," or "Ideas." This allows everyone to contribute without discussion dominating the room. Grouping responses helps visualize patterns and start deeper conversations.



Leader Tip:

Let staff cluster similar ideas together. The visual grouping sparks meaningful discussions and helps prioritize focus areas as a team.



High-Five Highlights

Staff write down something kind, helpful, or impressive a colleague did recently—something deserving of a high-five. You can post them publicly or read a few aloud during meetings. It's a fast and meaningful way to promote peer recognition and positivity.



Leader Tip:

Collect High-Fives weekly and post them in a central spot. It creates a ripple effect of positivity and helps staff feel valued by their peers.



Quick Polls

Use simple polls—Google Forms, QR codes, sticky dots, or a show of hands—to ask for fast feedback about an event, initiative, or need. Keep it short (one or two questions) and share the results. This shows responsiveness and gives you instant data to guide decisions.



Leader Tip:

Keep polls anonymous for honesty and share key results quickly. When staff see action taken on their input, they're more likely to engage in future polls.



Appreciation Avalanche

Start a card for a staff member and pass it around, asking each person to write one sentence of encouragement, appreciation, or affirmation. By the time it returns to the original person, it's full of uplifting messages. It's a morale booster that celebrates the individual and unites the team.



Leader Tip:

Use this mid-year when morale dips. The ripple effect of kindness boosts relationships and reminds staff how much their contributions matter.



Feedback Parking Lot

Designate a space—bulletin board, chart paper, or whiteboard—where staff can leave sticky notes with questions, feedback, or ideas throughout the week. Review and respond regularly so nothing gets missed. It's a great catch-all for those in-the-moment thoughts that might otherwise be forgotten.



Leader Tip:

Check it weekly and follow up on ideas in a staff memo or meeting. Even small acknowledgments build a culture of listening and responsiveness.

FEEDBACK FLIPBOOK AT A GLANCE & MINI GUIDE



THE FEEDBACK FLIPBOOK

15 Ways to Gather & Give Meaningful Feedback

1. Sticky-Note Stations

What It Is: Staff respond to a prompt using sticky notes on a board or wall.

When to Use: Anytime you want visible, honest input without a big lift. Great for PD days or rotating weekly prompts in the lounge.

2. Exit Tickets for Staff

What It Is: Quick slips at the end of a session to gather takeaways or questions.

When to Use: Right after PD, staff meetings, or trainings. Keeps feedback timely and helps shape the next session.

3. Glow & Grow Cards

What It Is: Write one praise (Glow) and one suggestion (Grow).

When to Use: For peer feedback, meeting reflections, or coaching. Balances encouragement with gentle nudges for growth.

4. Two Stars and a Wish

What It Is: Share two compliments and one wish for improvement.

When to Use: Peer-to-peer shout-outs or structured observation feedback. Quick, kind, and clear.

5. Feedback Jar

What It Is: Drop-in jar for anonymous suggestions or reflections.

When to Use: Ongoing, anytime staff want to share privately. Create a Wins Jar alongside for double the value.

6. Temperature Check

What It Is: A 1–5 scale or emoji chart to gauge mood or energy.

When to Use: To kick off or wrap up a meeting, instant snapshot of how the team is feeling.

7. One-Word Wonder

What It Is: Ask staff to sum up a moment or session in one word.

When to Use: Fast reflections at the end of a PD or big week.

8. If I Were Principal Cards

What It Is: A playful prompt to share honest (or hilarious) suggestions.

When to Use: For fun or to spark new ideas. Great icebreaker or staff morale activity.

9. The Mirror Method

What It Is: Staff share one strength and one skill they admire in a peer.

When to Use: Team-building, mentoring, or PLC check-ins.

10. Stop, Start, Continue

What It Is: Staff reflect on what to stop, start, and continue.

When to Use: For team reflection, quarterly check-ins, or change moments.

11. Silent Sticky Wall

What It Is: Staff write and group responses on a wall—no talking!

When to Use: To gather ideas quietly and inclusively.

12. High-Five Highlights

What It Is: Staff recognize each other's awesome moments on cards or slips.

When to Use: Weekly shout-outs, meeting openers, or staff boards.

13. Quick Polls

What It Is: Fast staff input using QR codes, hands, or forms.

When to Use: To make group decisions or get real-time feedback.

14. Appreciation Avalanche

What It Is: A card is passed around for everyone to write a kind sentence.

When to Use: To lift spirits mid-year or celebrate a teammate.

15. Feedback Parking Lot

What It Is: A designated space where staff leave sticky note feedback any time.

When to Use: Ongoing way to gather thoughts, ideas, and questions.

Mini-Guide: Feedback Without Fear

A cheat sheet for leaders who want honest conversations—not awkward ones.

1. Asking Without the Awkward

- Be specific: Instead of "Any feedback?" try "What's one thing we could do differently to make staff meetings more useful?"
- Make it routine: Ask for feedback often so it feels normal, not high-stakes.
- Ask in safe spaces: One-on-one conversations or anonymous surveys can lower anxiety.
- Show genuine curiosity: Keep your tone open and your body language relaxed.

2. Phrasing with Care

- Lead with positives: Acknowledge what's working before suggesting changes.
- Speak about behaviors, not character: "When reports are late..." instead of "You're unreliable."
- Use "I" language: "I noticed..." or "I felt..." rather than "You always..."
- Focus on the goal: Frame feedback around shared objectives, not personal shortcomings.

3. Responding with Trust

- Say thank you—every time: Even if it's hard to hear.
- Don't rush to explain: Listen fully before responding.
- Show follow-through: Let people know what you'll try, and circle back to share progress.
- Model openness: When leaders handle feedback well, it invites more.

The more you make feedback a normal, grace-filled part of your culture, the stronger your team's trust—and success—will grow.

STICKY-NOTE STATIONS



**WHAT'S SOMETHING
SMALL THAT MADE
A BIG IMPACT
THIS WEEK?**



**ONE IDEA I HAVE
THAT COULD HELP
OUR TEAM...**



**A STUDENT MOMENT
THAT REMINDED ME
WHY I TEACH...**



**ONE THING THAT'S
HELPING ME
STAY FOCUSED
RIGHT NOW...**



**SOMETHING I'M
CURIOUS TO
LEARN OR TRY
THIS MONTH...**



EXIT TICKET FOR STAFF

1. **Print the blank guide below**
2. **Place 3x3 sticky notes on the guide (sticky side up, arrows pointing up).**
3. **Set printer to "full size" (no scaling).**
4. **Load guide so arrows enter the printer first and print.**



One Last Thought...



☐ Something I learned today...

☐ A question I still have is...

☐ Next time, I'd love more...

Name:

Date:

One Last Thought...



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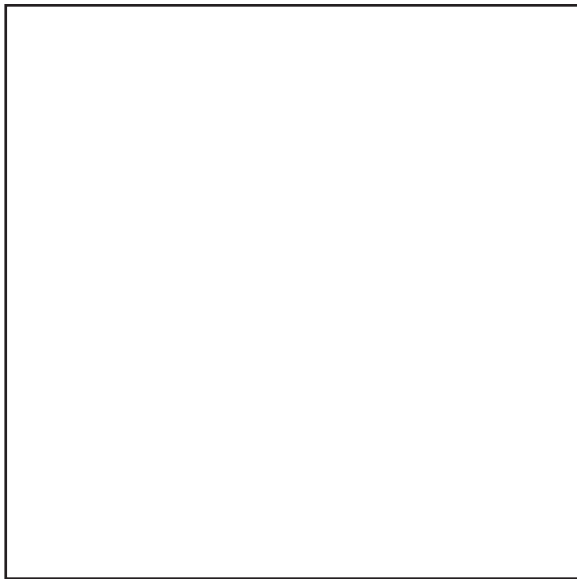
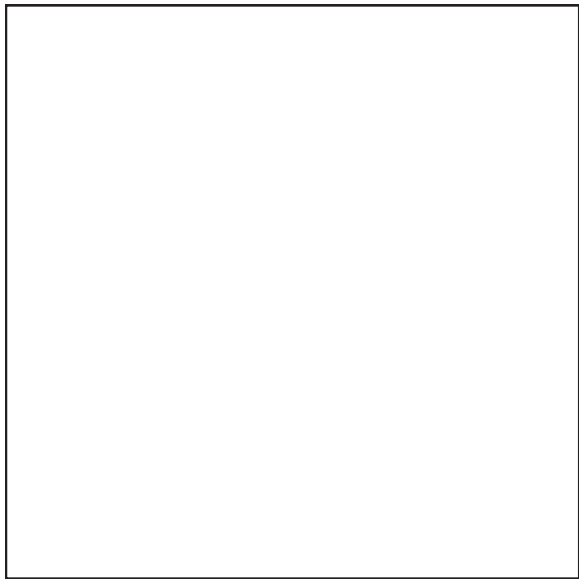
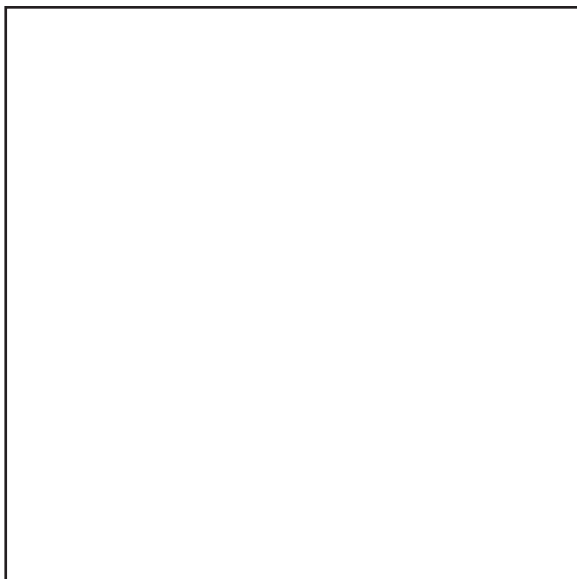
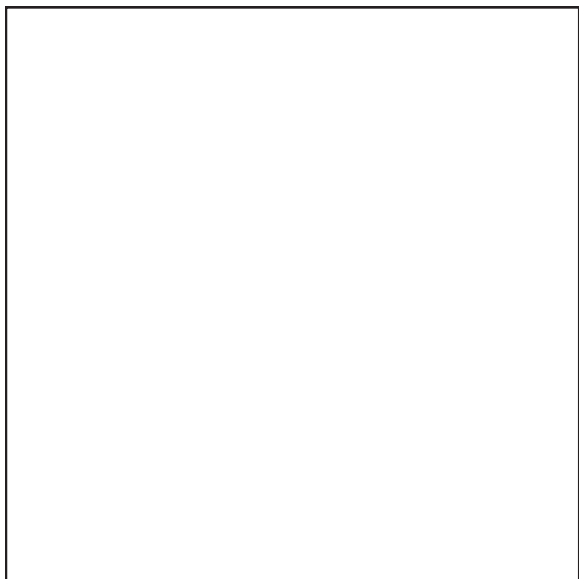
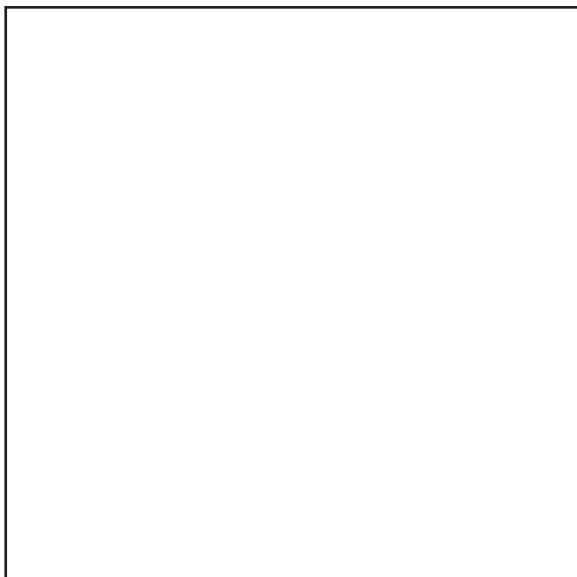
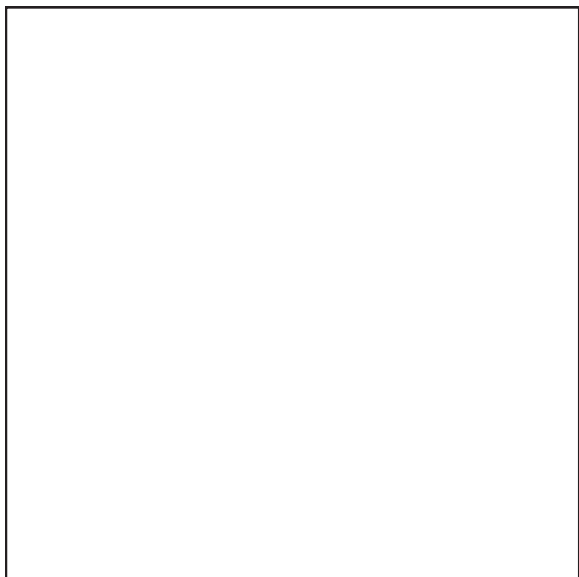
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☐ A question I still have is...

☐ Next time, I'd love more...

Name:

Date:



GLOW & GROW CARDS





GLOW



GROW



GLOW



GROW



GLOW



GROW



GLOW



GROW



GLOW



GROW



GLOW



GROW

IF I WERE THE PRINCIPAL...





**IF I WERE PRINCIPAL
FOR A DAY, I WOULD...**



**IF I WERE PRINCIPAL
FOR A DAY, I WOULD...**



**IF I WERE PRINCIPAL
FOR A DAY, I WOULD...**



**IF I WERE PRINCIPAL
FOR A DAY, I WOULD...**

STOP, START, CONTINUE



PAUSE, PLAY, REPEAT



 WHAT'S SOMETHING WE'RE DOING THAT'S NOT WORKING ANYMORE?

 WHAT'S SOMETHING NEW WE SHOULD TRY TO MAKE THINGS BETTER?

 WHAT'S GOING WELL THAT WE DEFINITELY WANT TO KEEP DOING?

PAUSE, PLAY, REPEAT



 WHAT'S SOMETHING WE'RE DOING THAT'S NOT WORKING ANYMORE?

 WHAT'S SOMETHING NEW WE SHOULD TRY TO MAKE THINGS BETTER?

 WHAT'S GOING WELL THAT WE DEFINITELY WANT TO KEEP DOING?

HIGH-FIVE HIGHLIGHTS



I WOULD LIKE TO RECOGNIZE _____ FOR:



- ☐ Stepping up when it counted
- ☐ Bringing creative ideas to the table
- ☐ Lifting others with encouragement
- ☐ Modeling patience and grace

- ☐ Going above and beyond
- ☐ Being a team player
- ☐ Spreading Positivity
- ☐ Making a difference for students

HERE'S WHAT ELSE I APPRECIATE:

I WOULD LIKE TO RECOGNIZE _____ FOR:



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HERE'S WHAT ELSE I APPRECIATE:

**ONE STRENGTH I
ADMIRE IN YOU IS...**



**ONE STRENGTH I
ADMIRE IN YOU IS...**



**ONE STRENGTH I
ADMIRE IN YOU IS...**



**ONE STRENGTH I
ADMIRE IN YOU IS...**



HIGH FIVE!
YOU'RE AWESOME!



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HIGH FIVE!
YOU'RE AWESOME!



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HIGH FIVE!
YOU'RE AWESOME!



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HIGH FIVE!
YOU'RE AWESOME!



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COLLABORATION

BUILT BY EDUCATORS, FOR SCHOOL LEADERS

This resource was created in collaboration with dedicated educators and school leaders who brought their experience, ideas, and insight to every step of the process. We're grateful for their partnership in building tools that truly make a difference in schools.



Wendy Thamm

Behavior Interventionist
Omaha, NE

WE'RE SO GLAD YOU'RE HERE!

Thanks for downloading this resource—at [Alpaca](#), we're on a mission to **make school the happiest place to work**.



Tried an activity?

Send a photo or a staff testimonial to [our team](#), and we'll send you a coffee on us!



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