

The Manager's Feedback Toolkit for Indian Teams

✓ Ready-to-use [feedback scripts](#) for real workplace scenarios

1. A team member who speaks over others and interrupts in team meetings.

"You share some great ideas in meetings. I'd love to hear them and also make time to hear others' ideas as well. Perhaps we can allow each person to share one and build off each other. If we don't get to them all, people can send a follow-up on those that were not shared. How does that sound?"

2. A direct report who doesn't speak up or share ideas in team meetings.

"I've noticed that you don't often share ideas in big meetings. But in our one-on-one meetings, you come up with plenty of meaningful and creative ideas to help solve problems. What can I do to help make you more comfortable speaking up in front of the team?"

3. A team member who has trouble building rapport in customer and prospect meetings.

"You bring a lot of clarity and confidence to client meetings, which helps establish our expertise quickly. In recent conversations, I've noticed we sometimes dive straight into the presentation, and that can make it harder to build rapport early on. Taking a few minutes to ask about their work or what's top of mind for them can create a stronger connection and set a more collaborative tone. Would you be open to trying that in our next call? I think it can help us build more lasting relationships and trust with our clients."

4. A team member/direct report who is always late to morning meetings or one-on-ones.

"I've noticed that you're often late to our morning meetings with the rest of the team. Sometimes, you're late to our one-on-ones, too. Is there a way I can help you with building better time management skills? Sometimes, this can come off like you don't care about the meeting or the person you're meeting with, which I know you don't mean."

5. A direct report who struggles to meet deadlines.

"Thanks for letting me know you're running behind schedule and need an extension. I've noticed this is the third time you've asked for an extension in the past two weeks. In our next one-on-one, can you come up with a list of projects and the amount of time that you're spending on each project? I wonder if we can see how you're managing your time and identify efficiencies."

6. A peer who gives only negative feedback and rarely offers praise

"I really appreciate how thoughtful you are when reviewing work. I also think it could help team morale if we balance constructive notes with some recognition, too. Positive feedback goes a long way in reinforcing what's working and creating a stronger team culture."

7. A direct report who is stressed about performance but is at risk of burning out.

"I know we have performance reviews coming up, and I've noticed an increase in working hours for you. I hope you know that I recognize your work ethic. That said, it's important that you prioritize your work-life balance, too. We don't want you to burn out."

8. A direct report who seems disengaged or unmotivated.

"I've noticed you've been quieter in meetings lately and not as engaged in team projects. I know you care about your work, so I wanted to check in. Is there something you're feeling stuck on? Let's talk about how I can help you feel more supported and motivated."

9. A manager who expects the team to work on weekends.

"I've noticed you send us emails and project plans over the weekends. I put in a lot of hard work during the week and won't be able to answer your emails until the work week starts again. It's important that I maintain my work-life balance to be able to perform my best."

10. A manager who gives unclear or inconsistent direction.

"I've noticed that priorities for this project have shifted a few times, and it's been a little challenging to know what to focus on. Could we set aside a few minutes to align on what success looks like and what needs to be done first? That would help me stay on track and be more effective."



1:1 Check-In Guide: Making Conversations Meaningful

Purpose:

To turn routine updates into growth-focused conversations that strengthen trust, motivation, and accountability.

Structure Your 1:1 in 4 Simple Steps:

1 Start with Connection

- "How are you feeling about work this week?"
- "What's been going well for you lately?"
👉 *Helps set a comfortable, human tone.*

2 Reflect on Progress

- "What accomplishment are you proud of this week?"
- "Were there any blockers or challenges you faced?"
👉 *Keeps focus on ownership, not blame.*

3 Give & Receive Feedback

- "Here's something I really appreciated about your work..."
- "One thing we can try improving together is..."
- "What feedback do you have for me as your manager?"
👉 *Encourages two-way feedback.*

4 End with Growth & Next Steps

- "What's one skill or area you'd like to build next?"
- "How can I support you better this month?"
👉 *Keeps the momentum forward-focused.*

✓ 1:1 Meetings Do's and Don'ts

Do's	Don'ts
Listen more than you talk	Turn it into a performance lecture
Be specific about wins	Use vague encouragement ("Good job")
Schedule regularly (monthly or fortnightly)	Skip check-ins during busy weeks
Take brief notes	Over-document or sound interrogative

📅 Monthly Feedback Calendar

Goal:

To make feedback structured and in routine, not a reaction.

Week	Focus	What to Do	Example Prompts
Week 1	Appreciation	Recognise recent wins, team spirit, or effort	"Your calm tone during the client issue really stood out."
Week 2	Growth Feedback	Identify 1 small improvement area	"Let's work on simplifying your weekly reports — want to try a shorter format?"
Week 3	Listening Check-In	Ask open-ended questions about motivation, workload	"What's one thing that could make your work easier this month?"
Week 4	Feed Forward & Planning	Discuss upcoming goals and opportunities	"Next month, how can we stretch your leadership skills a bit more?"

📌 Quarterly Review Add-On

Every 3 months, revisit past feedback:

- Note progress and growth.
- Celebrate small wins.
- Identify 1–2 future goals.

💡 *Tip: Keep it conversational and human — this builds trust and engagement over time.*