TEAM FEEDBACK DISCUSSIONS

1. Review your team's responses to the Team Assessment Survey (on IDecisionGames)
   - Spend about 5-10 minutes going over your individual feedback
   - Remember that **the purpose of feedback is to help the recipient improve**. The goal is for you to gain some self-insight from this exercise and for your team to become more successful
   - Have an **open mind** when reading your feedback
   - **Express appreciation** for good feedback

2. Discuss the evaluations and feedback report with your team members
   - Remember that **these conversations can be difficult**: provide support when discussing how someone can improve or development further. Acknowledge the difficulty of the situation and help the recipient cope with any negative feelings they may have. Provide any resources that would be helpful for them.
     - **Express care** for them (concern and empathy)
     - **Strive to understand** how they are feeling (ask questions, summarize & paraphrase)
     - **Validate their experience** (acknowledge difficulties, express reassurance & encouragement)
   - Think about implementing the following techniques in your conversations:
     - **Brainstorm**—spend a few minutes generating ideas for what your goals your team might set for themselves; Spend this time only generating ideas—not discussing them at length. The goal is for you to have a large number of ideas to discuss and choose from
     - Set **discussion ground rules**—structure your discussion with some rules and guidelines (e.g., everyone will get 3 minutes after the brainstorming session to talk about what goals they think are most important for the group to address; everyone should share their opinion on a team goal discussion before moving on to the next goal discussion; encourage lots of question asking; set time aside to summarize the discussion of each goal so that the team has a shared understanding; show appreciation and value for ideas)

   - **Start with the following questions** to get the process started:
     - How does everyone feel about the feedback that they received? How might you try to improve in ways that will help team success?
       - You do not need to share each piece of individual feedback that you received, but you should discuss how you are feeling about it, whether you feel equipped to address and improve upon the feedback, what help or resources you might need to do so. Remember: everyone received feedback about things they can improve upon. This exercise is meant to help your personal development and your team become more successful.
     - Did you team agree on your perceptions of team functioning (e.g., whether there is unpleasantness; whether working together is going well; whether people enjoy being on the team)? Are there any issues that the team should address? What does the team seem to be doing well?

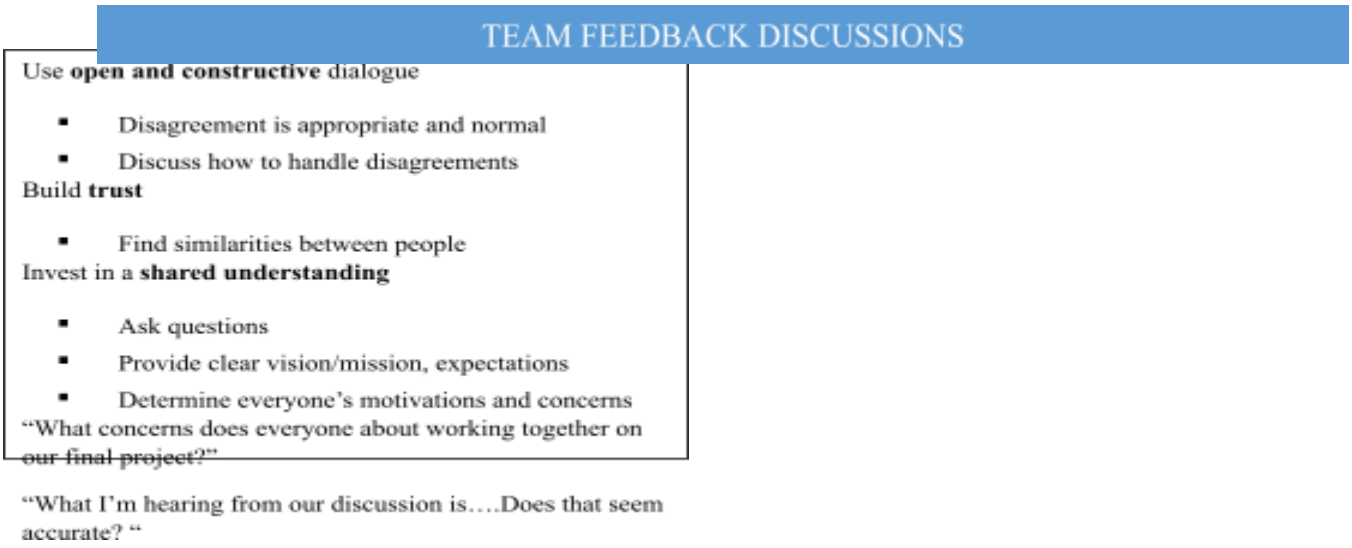
During your discussions,

- try to make clear expressions (present your thoughts using direct language and check for comprehension),
- listen to others (give them your attention),
- ask questions (signal interest and learn more),
- and synthesize different points of view across the team (restate or distill content all together; help the group develop a shared understanding)

Experiencing Conflict?

Emphasize **shared goals and identity**

- Frame activities as belonging to the team
- Set team-level goals
- Focus on team rewards and outcomes



3. Make a team action plan together (with your final project in mind)
   - **What** goals to work toward (and why)
   - **How** to achieve them (objective, measurable behavior/outcomes)
   - **Where** to perform (context)
   - **When** (timeline, progress checks)

Your action plan can include specific goals that you have to address improvement feedback that people received in the team feedback report, goals related to the team perception questions from the report, goals that you have for your final project, or workarounds for problems caused by the absence of some team members. (if someone on your team is consistently not showing up, think about how you might reach out to get them involved [emphasizing shared identity and outcomes; acknowledging that the semester is busy and it is difficult to manage all coursework; emphasizing that the team needs their opinions and effort] or what tasks you might assign them so that the team still functions well)

Action plan example:

What to Work Toward	How, Where, and When	Metrics for achievement
Speak up more in team meetings	▪ Prior to meetings, prepare specific points that you want to make	More speaking time in meetings
Everyone completing their part of the work by the deadline	▪ Make a timeline for when deliverables are due that everyone has access to ▪ Check-in with reminders ▪ Take personal responsibility for your role on the team	Completion of individual work
Ensure separate parts of the project integrate well together	▪ Establish how to interface between different parts before working on the tasks ▪ Write better documentation on how each part interfaces with other parts	Lesser time need to integrate parts together
More equitable contributions	▪ Spend time estimating how much work each task would be ▪ Assign tasks evenly ▪ Have a check-in to redistribute tasks if one task becomes simpler/more difficult than anticipated	Equal time and effort spent by each team member

Team Action Plan

TEAM FEEDBACK DISCUSSIONS

Answer the following questions and fill out your team action plan together. Submit your action plan by the end of recitation.

1. What are the team's strengths? What is contributing positively to team functioning?

2. What areas need improvement for the team?

What to Work Toward	How, Where, and When	Metrics for achievement

3. Using your answers the above questions, set specific and actionable goals for the team going into the final project.