

2:2 feedback:

Some suggestions:

- This session is for **non-urgent** feedback only
 - **Non-urgent** is anything that can wait until after the 1:1 call
 - **Urgent** means that you need to deliver the feedback because an action needs to happen or start happening sooner than our feedback day. If the feedback is major and it's doable, let's hop on a short call.
 - **Minor feedback**, such as feedback on documents (e.g. comments on donor update) or feedback on ideas or any small corrections can be done immediately via email, Asana and Slack.
- Please use this format:
 - Context - Observation - Impact - Next
 - Context (when, where)
 - *during your presentation this morning*
 - Observation
 - *you said "um" every 5-10 seconds*
 - Impact
 - *it made it hard to concentrate on what you were saying, and it may reduce how confident and authoritative attendees perceive you*
 - Next
 - *what are your suggestions for working on this? I am happy to help you practice to reduce the number of times you say "um"*
- Don't generalise, stick to the facts and give examples
 - E.g. don't say "you always do X" if it's not always, but sometimes
 - Concrete examples help make feedback constructive and provide a better opportunity for future improvement
- It is useful to be upfront about whether the constructive feedback is performance-related (e.g. you need to do this to do your job better) or developmental (e.g. if you want to grow, you can improve this).

[team member]'s feedback preferences:

[Manager's] feedback preferences:

Person	Appreciations, positive feedback	Constructive criticism, improvement areas
--------	----------------------------------	---

Team member about herself	● Situation: ● Behavior: ● Impact (very concrete, especially the impact on the org): ● Next steps:	● Situation: ● Behavior: ● Impact (very concrete, especially the impact on the org): ● Next steps:
Manager about team member	● Situation: ● Behavior: ● Impact (very concrete, especially the impact on the org): ● Next steps:	● Situation: ● Behavior: ● Impact (very concrete, especially the impact on the org): ● Next steps:
Manager about herself (as a manager to team member)	● Situation: ● Behavior: ● Impact (very concrete, especially the impact on the org): ● Next steps:	● Situation: ● Behavior: ● Impact (very concrete, especially the impact on the org): ● Next steps:
Team member about Manager (as a manager to team member)	● Situation: ● Behavior: ● Impact (very concrete, especially the impact on the org): ● Next steps:	● Situation: ● Behavior: ● Impact (very concrete, especially the impact on the org): ● Next steps: