

Team feedback assessment

Use this worksheet to help you determine the right amount and type of feedback for each of your particular team members.

Name of Team Member	<i>Example: Jamie</i>			
Data: # of times you gave reinforcing feedback this week	2			
Data: # of times you gave redirecting feedback this week	0			
Ask your team: How much feedback do you want? Do you get enough?	<i>I like feedback frequently, and I'd like more</i>			
Ask your team: How do you prefer to receive feedback?	<i>Privately, in person or email</i>			
Ask your team: Could you give me feedback on the recent feedback I've given you?	<i>It hasn't been detailed enough</i>			
Ask yourself: What is their preferred communication style?	<i>Passive</i>			
Ask yourself: What are their primary motivations?	<i>Desire to fit in, desire to support the team</i>			
Ask yourself: What behaviors are they already working to change?	<i>Improving slide formatting</i>			
Ask yourself: What are the two more important behaviors you'd like them to change?	<i>Faster responses to clients, improved negotiation skills</i>			

Once you fill the table out, ask yourself:

1. Am I giving enough reinforcing feedback? Enough redirecting feedback?
2. Is there feedback I still need to give that my team members don't want to hear?
3. How can I give better feedback?
4. Do I tailor my feedback to the preferred styles of my team members?