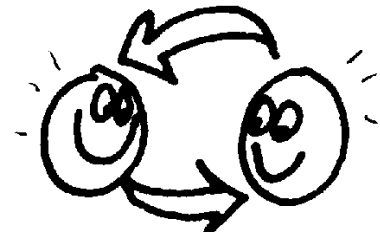


FOLDED FEEDBACK

OBJECTIVE: To provide strong teams the opportunity to give and receive feedback from fellow team members. This activity should not be used for teams that are in crisis.



MATERIALS:

- Sheets of 8-1/2" x 11" paper
- Pens or pencils

PROCEDURE:

1. Give each person a piece of paper and pen/pencil.
2. Instruct them to write their name at the bottom of the page.
3. Have participants draw a line dividing the right and left sides of the page.
4. Have them write at the bottom of the page in the left column, "I admire..."
5. Have them write at the bottom of the page in the right column, "One way they can improve..."
6. Participants' pieces of paper should resemble the drawing pictured here to the right:
7. Instruct each participant to pass their paper to the person on their left.
8. Have each participant fill out the right and left columns for the person who handed them the paper; have them write the information at the top of the columns on the page. They can "pass" on providing this written feedback for anyone for which they don't have feedback, (i.e. if they don't know the person well enough or if they don't work with them often.).
9. Have them fold the paper so their feedback is hidden. Then have them pass the paper to the next person.
10. Instruct participants to continue recording feedback and passing papers until the papers return to their owners.
11. Give the group a few minutes to review the written feedback provided to them.
12. Provide each participant the opportunity to get clarification for any feedback on their list.
13. Have each team member identify the things they will work to improve.

"I admire..."	"One way they can improve..."
[Participant's Name]	

NOTE: The goal of this activity is have participants see trends in the feedback they receive, but not for them to receive anonymous feedback. Also, while team members are providing feedback to others, we don't want their opinions to be colored by the feedback that others provide to that same person.