FEEDBACK CHECKLIST FOR TEAM MEMBERS

I will…          I did…

☐ Provide feedback on the strengths and accomplishments of the assignment, as well as on its weaknesses and on areas where it can be strengthened.
☐ Give feedback in a manner I would like to receive it.
☐ Focus on the assignment, rather than on judgments about my colleague as a person or a professional.
☐ Demonstrate support for my colleague when providing feedback by using nonjudgmental language and a supportive tone of voice and body language.
☐ Avoid overwhelming my colleague with more feedback than is needed.
☐ Encourage my colleague to let me know when it is difficult to hear my feedback.
☐ Be as specific as possible, suggesting instructional approaches, resources, etc., to improve the assignment.
☐ Leave my colleague feeling helped, motivated, and inspired.

FEEDBACK CHECKLIST FOR PRESENTING INSTRUCTOR

I will…          I did…

☐ Stay open and receptive to comments and reflections from my colleagues.
☐ Focus on inquiry rather than advocacy. (Avoid becoming defensive.)
☐ Demonstrate support for nonjudgmental language and a supportive tone of voice and body language as my colleagues provide feedback.
☐ Focus on improving the assignment, rather than on viewing suggestions as criticism of my professional skills.
☐ Participate actively in re-envisioning a stronger and more aligned assignment.