

Peer Feedback Exercise – Acknowledgement

Positive Feedback Practice

1. Meet as a team in a circle. Establish an order you will go around, or you can keep it random. When it is the person's turn to receive feedback, this person will be in the **Seat of Honor**, a concept that denotes that we honor and care about this team member enough to provide them with ideas, suggestions, feedback, praise, connection and belonging in the team.
2. The purpose of this exercise is to acknowledge the specific contributions each team members makes to the team and the organization, as well as the personal traits, qualities, and behaviors they demonstrate, that are powerful and positive.
3. Another purpose is to give team members the opportunity to practice their communication skills for acknowledgement and positive feedback.
4. There are two roles in this exercise, the sender and the receiver, and each team member will be a “receiver” once, and a “sender” multiple teams, depending on the size of the team.

Some Guidelines for sending / giving Positive Feedback

Begin by saying: “What I really appreciate about you is...”

- Be sincere and use good eye contact
- Describe their contributions and the behaviors they used to create those contributions as specifically as possible
- Show how their words or actions created positive results and made an impact on the team and the business
- Avoid long digressions and anecdotal stories of “times long past” that may detract from your message. Be direct.
- It is fine if you repeat or build on what other people have said. The key thing is to express what is true and important for you.
- Conclude by expressing your continued support

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Some Guidelines for receiving Positive Feedback

- Use good eye contact. Listen. Ask any clarifying questions.
- Strive to let the “good news” about who you are and what you bring to the team...sink in. Sometimes we want to discount or minimize our contributions or our strengths.
- Do not interrupt unnecessarily or “fill in the blanks” if people are seeking the right words.
- Be sure to Thank the person for their feedback