Feedback Wrap Template

Use the template on page 2 to help you design constructive feedback for the example scenario below.

Example Scenario: Squad Retro

As feedback giver, read the following scenario and then use the feedback wrap template to construct feedback. If you're doing this as part of the **How to give great feedback workshop**, discuss this with the others in your group once you've all created a wrap.

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Scenario

John is an experienced consultant, confident, out-going and with lots of ideas and enthusiasm. He's the delivery lead on a squad with five others, two from the client with little agile delivery experience, and three other IW people, two fairly new engineers and yourself.

In a retro to come up with ideas about how to improve, the group spent 5 mins coming up with ideas and then stuck them up on the whiteboard to explain. When Bill, the most junior of the IW team, started to explain his idea, John immediately jumped in with "Well we could do that, but I've seen that not work" and then stood up, pointed to his idea and launched into explaining this.

Bill went quiet and didn't contribute much again, though the clients didn't seem to notice.

The retro ends and you have an opportunity to speak to John as you leave.

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Use the feedback wrap to give John constructive feedback

Feedback Wrap template

Step 1: Describe Your Context *"I'm down as a speaker at your upcoming conference. I'm writing to you while I'm packing for my holiday so apologies for the brevity of this message."*	
Step 2: List Your Observations *"I checked out your event website and noticed there is a spelling error in my name on the keynote page."*	
Step 3: Express Your Feelings *"I felt a bit disappointed because I had spelled my name correctly in the materials I provided."*	
Step 4: Explain The Value *"It is important to me that your attendees see my name spelled correctly; they might try to find more information about me."*	
Step 5: Offer Some Suggestions *"I hope someone can fix the mistake, and I will be happy to check any other information for accuracy if you like."*	