**AEA Prof. Skills S4 Peer Feedback Ownership (Project Coaching)**

Feedback is essential to have a clear picture of your personal qualities. Peer feedback is a useful tool, because your peers (=members of your project group) can share useful insights about their experience with you as a colleague. Below, you find a list with aspects of professional development; all related to aspects of Ownership (as discussed in lessons Skills S4):

* Taking responsibility for an equal division of tasks
* Being proactive with ideas and suggestions
* Informing teammates by explaining progress
* Applying for support when in doubt and consulting teammates regarding the approach
* Asking for feedback with regards to my contribution
* Attention for others by listening and asking questions

*Procedure*

Study the table below:

1. Assign relevant categories for your personal development (according to your perspective)
2. Ask 3 group members to assign relevant categories for your personal development (according to their perspective)
3. Assign relevant categories for 3 group members.
4. Study the feedback and decide which category needs to be developed during the next term. In the Reflection Assignment (see: S4 Programme & Assessment), describe the feedback and how you worked with the feedback/improved this aspect during term 4.

* Attention for others by listening and asking questions

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| Attention for others by listening and asking questions | I listen to what others have to say, keep asking questions until I understand the arguments, and sometimes react | Before I react, I listen to what others have to say | I hear what others have to say, but I don’t show whether I’ll do anything | I rarely listen to others and prefer to focus on my own work |
| Assign a category to team member …………… |  |  |  |  |
| Mylo | X X X |  | X |  |
| Marc | X X | X X X |  |  |
| Niels | X X | X X X X |  |  |
| Youri | X | X X X X X |  |  |
| Antonis | X X | X X X X |  |  |
| Sima |  |  |  |  |

* Asking for feedback with regards to my contribution

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| --- | --- | --- | --- | --- |
| Asking for feedback with regards to my contribution | I regularly ask for feedback and reflect on how I could do things differently | I ask for feedback now and then, mostly at the end of a project | I only ask for feedback when I have done something well | I never ask for feedback |
| Assign a category to team member …………… |  |  |  |  |
| Mylo | X X | X X |  |  |
| Marc | X | X X X |  |  |
| Niels |  | X X X X |  | X |
| Youri |  | X X X X |  |  |
| Antonis | X | X X X X X |  |  |
| Sima |  |  |  |  |

* Taking responsibility for an equal division of tasks

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| --- | --- | --- | --- | --- |
| Taking responsibility for an equal division of tasks | I discuss the division of tasks and make suggestions if I think the division is unequal | I help to divide the tasks, but if they haven’t been divided equally, I don’t raise the issue | I wait to see how the tasks are divided and say something if I have too much to do | I wait to see how the tasks are divided |
| Assign a category to team member …………… |  |  |  |  |
| Mylo | X X | X X |  |  |
| Marc |  | X X X X |  |  |
| Niels |  | X X X X X |  |  |
| Youri | X X | X X X |  |  |
| Antonis |  | X X | X |  |
| Sima |  | X | X X X |  |
| Cookiemonster | X |  |  | X X |

* Applying for support when in doubt and consulting teammates regarding the approach

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| --- | --- | --- | --- | --- |
| Applies for support when in doubt and consults his teammates regarding his approach | I discuss my approach and doubts pro actively and ask for support before I start | After having started I ask for support during the ride and consult my teammates regarding the doubts of my approach | I ask for support when I do not know how to proceed and am able to discuss my doubts concerning my choices | I determine my own approach and do not discuss this with my teammates |
| Assign a category to team member …………… |  |  |  |  |
| Mylo | X | X | X |  |
| Marc |  | X X X X |  |  |
| Niels | X X X | X X |  |  |
| Youri | X X | X X |  |  |
| Antonis | X | X X X |  |  |
| Sima |  | X X X | X |  |
|  |  |  |  |  |

* Informing teammates by explaining the progress

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| --- | --- | --- | --- | --- |
| Informs his teammates by explaining his progress | I make sure that others know what I do and how I do it. Next to that I inform them during meetings and daily stand up | I am transparent in what I do and how I do it and inform my teammates during scheduled meetings | I inform my teammates about what I do and how I do it if they ask me for it. If no one asks, I assume that I am on the right way. | I work in my own way. Teammates can trust me for a good result. If they want to know, I will tell them what I have done. |
| Assign a category to team member …………… |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mylo | X X |  |  |  |
| Marc |  | X X |  |  |
| Niels | X | X X |  |  |
| Youri |  | X X X |  |  |
| Antonis |  | X X X |  |  |
| Sima |  | X X X | X X |  |

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* Being proactive with ideas and suggestions

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| Is pro active with ideas and suggestions | I actively start searching for information and make my own approach. I introduce it to my teammates as a suggestion | I use the suggestions of others and merge them with my own ideas | I tend to think that my own ideas are not good enough so I keep them to myself | I find it hard to come up with new suggestions. Most of the time I am not well prepared for this and leave it to others who are probably better in it |
| Assign a category to team member …………… |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mylo | X X |  |  |  |
| Marc | X X X | X X |  |  |
| Niels | X X X | X X X |  |  |
| Youri | X X | X X |  |  |
| Antonis | X X | X X X |  |  |
| Sima | X | X X X X |  |  |

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