Team leader: good afternoon everyone,

Thank you for joining this feedback meeting today. I hope you’re all doing well. the purpose of this meeting is to discuss and provide constructive feedback and have an open conversation about our working relationship, performance, and areas where we are improve.

Before we begin, I want to emphasize that this is a safe and non-judgmental space. The intention behind this meeting is to foster growth, understanding, and contributions and believe that open communication is vital to our success.

Without further ado, let’s begin our feedback discussion. I ‘ll start by inviting [Ashish] to provide their thoughts on our team.

Thank you once again for your participation, and let’s make this feedback session both constructive and beneficial for all of us.

Participants:  
  
Team member A: Ashish  
Team member B: shyam  
Team member C: Sravani  
Team member D: pradeep  
  
Role-play Dialogue:  
  
Round 1: Ashish provides feedback to shyam   
  
Ashish : shyam, I would like to provide you with some feedback on our recent presentation. I always appreciate how productive and reliable you are , but During the presentation, when you were explaining the budget, I noticed that you spoke too quickly, which made it difficult for the audience to follow. As a result, some of our colleagues seemed confused. My suggestion would be to slow down your speech pace and use clear, concise language to ensure everyone understands the information.  
  
shyam: Thank you, Asish, for sharing your feedback. I appreciate your specific observations and suggestion. I will make an effort to speak more slowly and use simpler language in future presentations.  
  
Round 2: shyam provides feedback to sravani  
  
shyam: sravani, I wanted to discuss the team meeting we had yesterday. I loved seeing your passion for reaching our goals during Tuesday’s meeting. However, I noticed that you frequently interrupted others while they were speaking. It created some disruption and made it challenging for everyone to contribute their ideas. I suggest that you actively listen and wait for your turn to speak to maintain a productive and respectful meeting environment.  
  
sravani: Thank you, shyam, for bringing this to my attention. I didn't realize the impact of my interruptions. I will make a conscious effort to practice active listening and ensure everyone has an opportunity to share their thoughts.  
  
Round 3: Sravani provides feedback to pradeep  
  
Sravani: pradeep, I wanted to discuss our recent collaboration on the client proposal. pradeep , you have impressive time management skills. You complete tasks quicker than most of the team and rarely turn in your work late. When you submitted your part, I noticed some errors in grammar and formatting. It made the document appear unprofessional, and we had to spend additional time correcting these issues. Going forward, I recommend proofreading your work more carefully before submission to ensure our deliverables meet the required standards.  
  
pradeep: Thank you, Sravani, for pointing out the errors. I apologize for the oversight, and I understand the importance of delivering high-quality work. I will pay closer attention to grammar and formatting in the future.  
  
Round 4: pradeep provides feedback to Ashish  
  
pradeep: Ashish, I'd like to provide feedback regarding our team's collaboration on the project timeline. During our discussion, I felt that you dominated the conversation and didn't actively seek input from others. This made some team members feel left out and their perspectives unheard. I suggest that you encourage everyone to contribute and ensure equal participation to foster a more inclusive and collaborative environment.  
  
Ashish: Thank you, pradeep, for your feedback. I understand the importance of creating an inclusive atmosphere, and I apologize for not actively involving others. I will make a conscious effort to encourage everyone to participate and ensure a balanced discussion in the future.  
  
Team leader: "Before we wrap up this feedback meeting, I want to express my sincere appreciation to each of you for your valuable input and openness. Your feedback is crucial in helping us grow and improve. We have discussed several actionable points today, and I assure you that your insights will be carefully considered. Moving forward, I encourage you to continue providing feedback and feel free to reach out to me with any further thoughts or concerns. Let's work together to create positive change. Thank you all for your time and commitment."