

14 Group Project Presentations

GROUP FEEDBACK FORM

Use this form to record feedback you have for team members (prior to class) and to record the feedback you receive from team members (during class).

Instructions:

Complete Part A of the form using the feedback model suggested in Week 12 for giving feedback. Bring the completed form to class and use Part A to guide your feedback comments to your fellow group members.

Leave Part B blank until the in-class meeting. Use Part B to record the feedback you receive from each group member using the model for receiving feedback suggested in Week 12.

Hand in this document to the instructor after you have delivered your feedback to the group and received feedback from each group member.

Legend:

Group Member: Record each group member's name.

Ask: Record how you plan to start the dialogue. What words or phrases will you use to gain permission to give the feedback?

Observe: Record the context of your feedback. What behaviour or activity will you say that you have observed of the group member?

Pause: What words or phrases will you use to pause and check to see if they understand?

Effect: Record the effect that the behaviour or activity has had on you.

Suggest: Record the suggestion you will provide regarding an alternative behaviour or activity.

Part A: Giving Feedback to Others

Group Member	Ask	Observe	Pause	Effect	Suggest
<i>Example</i>	<i>"May I give you some feedback regarding your role as a leader during our group project?"</i>	<i>"I noticed that you did not share the visuals you had prepared for the presentation with the group beforehand."</i>	<i>"Do you remember that happening?"</i>	<i>"When the presentation began, I did not know what visuals would appear, and this made me nervous"</i>	<i>"When preparing a component for a presentation, share with the group ahead of time"</i>

Legend:

Listen: What feedback is this person telling you? Is this legitimate feedback? How well did you listen to the feedback?

Clarify: What question or questions did you ask to make sure you understood their feedback?

Reflect: How will you incorporate this feedback into future actions or behaviours?

Part B: Receiving Feedback from Others

Group Member	Listen	Clarify	Reflect