1-ON-1 FEEDBACK LOOP EXERCISE

Use this tool to practice exchanging feedback with a partner.

Context: This exercise is useful after an event, activity, or process in which two people have been engaged.

Step 1: Establish goal to express our appreciation of each other's strengths and identify possible opportunities for growth

Step 2: Set norms for this exercise
- Approach this exercise from a learning mindset (looking for, "What can I learn from my partner's perspective?")
- Share feedback that is specific and based on observation
- Recognize that each of us has our own blind spots and others can help us see those
- Acknowledge that each recipient decides what to do with the feedback they receive
- Ask open-ended clarifying questions if we don't understand each other
- Express gratitude

Step 3: Appreciations
Purpose: To acknowledge and appreciate your partner's strengths, skills, expertise, improvement, etc. and their positive impact

Take turns expressing appreciations of your partner, one at a time. (Example: Person A shares an appreciation of B, Person B shares an appreciation of Person A, etc.)

Sample language for the person offering appreciations:
"I appreciated when you…"
"I noticed you...and the impact was…"
"I felt supported by you when…"

Step 4: Opportunities
Purpose: To share your perspective on how your partner could grow, improve, etc. in their skills, expertise, and impact

Take turns offering opportunities for growth to your partner, one at a time.

Sample language for the person offering opportunities:
"One thing I observed was…"
"One thing I'm wondering about is…"
"One possible area for growth might be…"

Step 5: Closing

Express gratitude to each other for engaging in this feedback loop.
If desired, share an action step each of you plan to take as a result of this conversation.