

Constructive feedback worksheet assignment



For each situation below, craft a complete, appropriate feedback message utilizing the guidelines listed at the beginning of this worksheet. Each typed response should be 25-50 words in length; please use complete sentences.

9) Your employee leaves a warehouse door unlocked over night. The warehouse contains thousands of dollars worth of equipment. This is the first time it has happened. When you leave the warehouse door unlocked, thousands of dollars worth of equipment are at a greater risk of theft. Beginning today, I'd like for you to double check to ensure you've locked the door before you leave.

What kind of reminder can we put together to ensure you remember to check? By taking this extra precaution of double-checking, you help ensure the safety of our company's equipment. 10) One member of your Learning Team is consistently late with his portion of the assignments. You are now working on your final assignment, worth 20 points, and this member has again not submitted his section on time. It is now one day past deadline established by the team for submitting deliverables. When you are late with your portion of the assignments, the team becomes irritated because it slows down our work on the assignments.

From here on out, we would like for your portions to be submitted by the predetermined deadline. Is there any kind of system that we can help you set up which will ensure that these deadlines are possible for you? By submitting your portions on time, our team will have the time required to fine tune our assignments before the final due dates and times. 1 1) One of your employees finally completes a complex procedure correctly, after get frustrated with the time we lose. We need to figure out how it is that we can

make this happen correctly the first time around for that next time. Do you have any suggestions as to how we can make this happen?

Solving this issue would save us time that we can invest in other projects.

Exercise #6 In 350 words, describe a time in which you received feedback that you felt was counterproductive. Evaluate the feedback based on the four guidelines listed on this worksheet and suggest how the feedback could have been delivered more effectively. Please type your responses and use complete sentences. I can remember receiving feedback which I felt was counterproductive recently at work. I have reports which must be worked daily. Many times working a report consists of calling and/or mailing each client with updates regarding their finances.

These reports are worked in order to ultimately financially clearing clients for their upcoming appointments. When co-workers are out for sick or vacation time, Senior's are required to pick up the slack for those counselors and work their reports. Recently our organization has had several people out for illnesses and vacation overloading the senior's with additional reports to work. A Senior Manager received notification that a few of the reports were not received on time during this last week and the email message that went out to the senior's read, mire's slacking again.

You all should be submitting reports on time. " Based on the four guidelines of constructive feedback, our senior manager missed a few crucial steps which is why Vive identified this feedback as counterproductive as it proved to not be effective in many ways. In the first statement, the senior manager made an assumption and a Judgment on the Senior's by accusing the

Senior's of "slacking" for submitting reports late. Guideline 2 was skipped over entirely as no reaction was documented. The manager simply requested a change.

However, then the senior manager neglected to mention the potential results which would occur if those changes were made. A better response to the late submission of the reports could have been: When the reports are not submitted to the academic managers in a timely manner, I am embarrassed because this makes our department appears to operate inefficiently. I'd like to get something organized today to ensure that this doesn't happen again. What kind of system can we work out to ensure this doesn't happen in the future? Solving these delays will prove to be less frustrating for everyone involved.