

## Feedback Scenarios

**Notes for facilitator: You will print copies of these scenarios, cutting them into slips and distributing to the groups, which should have 3 participants. Depending on your group's overall size, there might be duplication. Additionally, you can use the other Feedback Chart & Scenarios handout which includes the feedback giving chart to encourage participants to use it.**

### Scenario 1:

One of your direct reports is consistently late or misses team meetings which is stalling project updates, resulting in project timeline changes which will impact achieving quarter goals. You want to make them aware of the impact these delays have on the team and your team KPIs.

### Scenario 2:

A member of your team always hits deadlines but the work is filled with typos and sometimes misses key information. You want to let them know the impact this has on the end product and how it impacts your time.

### Scenario 3:

You (and the rest of your team) overheard one of your team speaking condescendingly to a new intern when they botched a copying job. You want to let them know the effect this has on their professional brand and on their relationship with the rest of the team.

### Scenario 4:

Your team member excels at working independently but often has trouble collaborating with others or providing input during meetings. You want to let them know that they have a strong work ethic and it would benefit others if they spoke up more in meetings to learn from them.

### Scenario 5:

A member of your team constantly complains in your weekly 1:1s about being overworked. You've discussed steps they could take to better manage their time and delegate, yet you notice this team member is the first to volunteer for projects, committees, and working groups outside of your team's daily responsibilities. You want to let them know you support their stretch assignments and growth aspirations while also letting them know they need to recognize when they're creating their own stress.

## BONUS SCENARIO

**Notes for facilitator: The following scenario is more advanced and is optional. It is recommended for use if you determine the group is at the level where this subject matter can be discussed. It is also dependent on how much time remains. In this scenario, you will play the role of the feedback giver to a volunteer from the group to receive the feedback. Within the template you will find language to get you started on this scenario, and you will improv/adjust based on how your volunteer responds to your feedback.**

Bonus Scenario: A team member recently shared with you that they are going through some personal challenges outside of work hours. You're starting to notice this negatively impact the quality of their work and their interactions with the rest of the team. In your next 1:1, you plan to express your support for your team member and to share with them the impact their actions have on the rest of the group.