

Observer reflections

As you observe the feedback exchange in your group, use this chart to help you identify how your colleagues are using the guidelines.

Giving Guideline	Notes	Receiving Guideline	Notes
Asks a micro-yes question.	What was the question?	Summarizes the provided feedback.	In the summary, did they use the same language as the giver? If not, how do you know they understood the feedback?
Describes the behavior using observable and specific data points.	What specifics did you hear?	Asks questions to further dive into the feedback.	Do the questions demonstrate they understood the feedback and are wanting to dig in deeper? Or are they surface level?
States impact of behavior and why it matters.	How is it clear who/what the feedback impacted?	Responds to feedback showing self-reflection.	How do you know they're processing?
Suggests a next step or checks in.	Is the next step actionable and specific? What was it?	Aligns or commits to next steps further demonstrating reflection.	Are the next steps specific and actionable?

Additional observations/thoughts:

How would you describe the body language for the giver and receiver? Arms crossed? Eye contact? Tone?