

AIA DIGITAL EI8HT PROGRAM

# WEEK #2

# TOOLS &

# EXERCISES



**HYPER ISLAND**

# TECHNIQUES FOR WEEK 2:

## FEEDBACK: I APPRECIATE...

### Intention

Feedback exercises aim to support groups to build trust and openness and for individuals to gain self-awareness and insight.

This is a good early feedback exercise when group members have developed some comfort and are still getting to know each other. It focuses on sharing appreciation and curiosity about each other.

## DEVELOPMENTAL FEEDBACK

### Intention

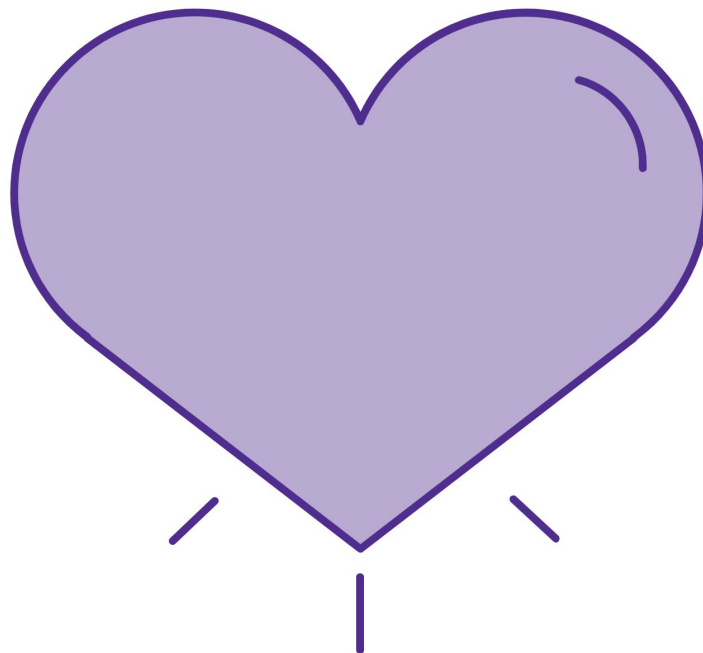
Developmental feedback allows both parts to share their views and perspectives based on previous experiences. The person who's receiving the feedback is the first to speak and share - creating safety for both giver and receiver.

## TEAM EXERCISE #1

# FEEDBACK: I APPRECIATE

Regular, effective feedback is one of the most important ingredients in building constructive relationships and thriving teams. Openness creates trust and trust creates more openness.

This is a good early feedback exercise when group members have developed some comfort and are still getting to know each other. It focuses on sharing appreciation and curiosity about each other.



# HOW TO FACILITATE “I APPRECIATE” FEEDBACK

**TIME FRAME** 25 min'

**TOOL** 25 min

**FACILITATION LEVEL** medium

**COMFORT ZONE** medium

**MATERIALS** regular post-its or paper + pens

## STEP 1 3 min

If your team is bigger than 6 people, organise it into smaller groups (no less than 3).

Groups should have at least some experience working together, as a basis for giving feedback.

Introduce the exercise by explaining that this is a fast and fun method of giving feedback. Everyone will give feedback to everyone else in the group, and the feedback will be positive.

## STEP 2 12 min

### Give the instructions:

“Take a post-it, write down the name of the person you are addressing. Complete the following two sentences for that person. Sign it with your name.”

To \_\_\_\_\_  
*What I appreciate  
most about you is...*  
*What I would like to  
see more from you is...*  
Signed, \_\_\_\_\_

## STEP 3 10 min

In each smaller group, each participant completes the above sentences using one post-it for each participant in the group.

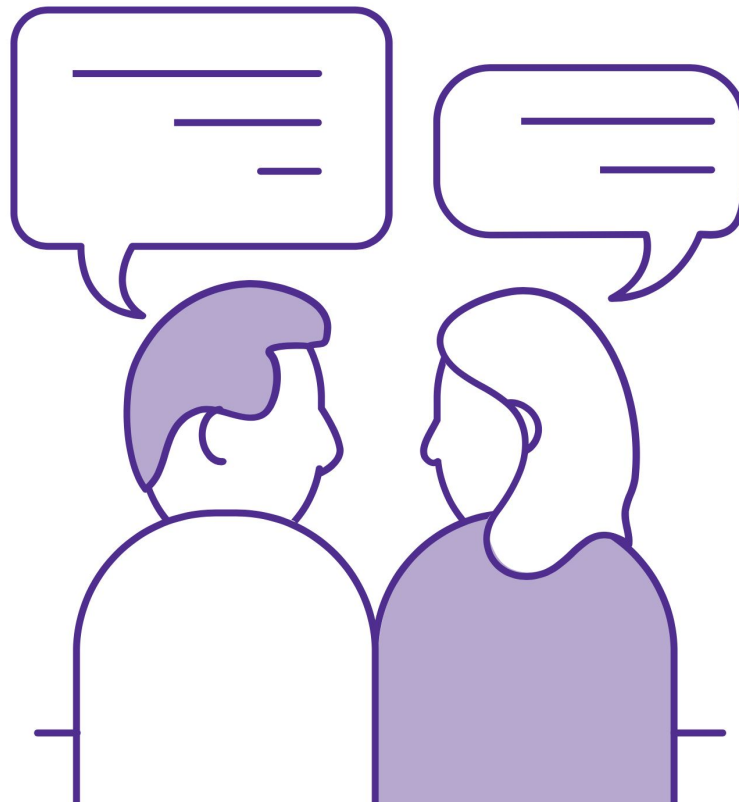
Once all participants in a group are done writing, they deliver the feedback, one-by-one, verbally, handing the post-it note to its addressee afterward.

You are free to adapt the exercise to an online context. Try to explore digital tools that can support distributed collaboration and co-creation (like Google Slides, MS Teams, MS Powerpoint (online), Skype, Miro).

## TEAM EXERCISE #2

# DEVELOPMENTAL FEEDBACK

Developmental feedback allows both parts to share their views and perspectives based on previous experiences. The person who's receiving the feedback is the first to speak and share - creating safety for both giver and receiver.



# HOW TO FACILITATE DEVELOPMENTAL FEEDBACK

**TIME FRAME** 30 min'

**TOOL** 30 min

**FACILITATION LEVEL** medium

**COMFORT ZONE** medium

**MATERIALS** regular post-its or paper + pens

## STEP 1 3 min

Organise the group into pairs. Pairs should have at least some experience working together, as a basis for giving feedback.

Introduce the exercise by explaining that this is a safe method of asking feedback. The person who's receiving the feedback is the first to speak and share - creating safety for both giver and receiver.

You are free to adapt the exercise to an online context. Try to explore digital tools that can support distributed collaboration and co-creation (like Google Slides, MS Teams, MS Powerpoint (online), Skype, Miro).

## STEP 2 18 min

### Give the instructions:

Partner up with someone. Choose a situation in which you want developmental feedback on **It should be a real situation.**

### You should start by giving feedback to yourself

- What did I do well?
- What could I improve/do differently?

### Partner gives you feedback on the same situation

- I noticed you did well in..
- I noticed that you could improve/do differently...

## STEP 3 10 min

### REFLECT

Subsequently ask the team to write down their insights on post-it notes, based on the following questions.

*FEEL: How did I feel about it?*

*RELATE: What have I learned about myself?*

*REFLECT: What am I going to do differently moving forward?*

**Give people time to reflect in silence and individually and then share their individual insights with the rest of their team**

**REMINDER** To score points, everyone has to go back to Doris before the end of the week to submit the reflection around the feedback received and answer a few questions.

