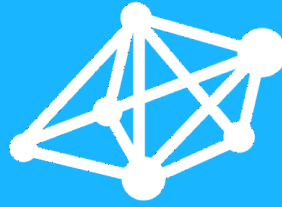


FEEDBACK³



Cubes

TEAM

Evaluation

InfoBooklet





Play!

a Feedback Game



Introduction

“What is the shortest word in the English language that contains the letters: abcdef? Answer: feedback. Don't forget that feedback is one of the essential elements of good communication.”

Anonymous

Feedback³ is a set of 7 cubes that will help make your team feedback session easier, more natural and fun! Each of the cubes address a topic that you should address when talking about your team process, ensuring that all of the important issues will be discussed. The cubes each have 6 statements written on them, which will provide a baseline for your discussion. The tool provides you with a new way of doing your feedback-sessions, but it is up to your team to decide how to use them!

In this booklet you will find a list of suggestions on how to use them, as well as a few rules you should follow. However, it is up to you to choose how to use them. Additionally, we will provide an extra icebreaker cube that you can use if you feel the need to kickstart your sessions before jumping down the deep end. So forget long evaluation forms, and hopefully have a fruitful discussion!

Feedback³ Team



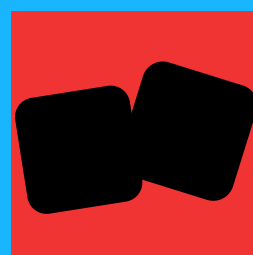
Print



Cut



Glue



Play!



How to Create a Team Feedback Culture?

- Feedback is a collaborative process, thus it is a responsibility shared by the whole team.
- A clear schedule is essential for feedback to be effective: therefore try to make it part of your routine as a team.
- Feedback should be given through a **conversation**, where team members feel comfortable to speak and to appreciate others' contributions.
- During feedback, **listen** to each other and make sure to look everyone during the conversation.
- Remember to keep an open mind. Even if you disagree with someone's idea, it is important to **understand** his/her point of view of the situation.
- During feedback avoid the human bias: don't say that everything is fine to avoid talking about subjects, or gravitate towards the opinion of another team-mate. Make sure you express your own point of view clearly.
- After the feedback session, the team needs to develop an action plan to **address** the issues identified during the session.

The importance of feedback culture



To improve as a team it is important to evaluate and share information about the different situations and processes faced by the team on a regular basis. This is called feedback. The main goal of feedback is to identify the gaps between the ideal standard of team-functioning as a team and the current situation, and then work towards bridging these gaps. This is ideally achieved by creating a feedback culture within your team.

RULES

Before you get the instructions, there are five rules that you should remember to follow. Anything else is up to you, but below will be a list of suggestions.

1. Be **honest** - A feedback session will not be effective if you don't speak your mind.
2. Make sure **everyone speaks** - Every member of the team should speak/use the cube at least once per every cube.
3. **Do not interrupt** each other! - The person holding the cube has the right to speak as long as they hold it, they open the floor to other team members by putting it back on the table.
4. Always **write down** what you discussed - you need to be able to track your progress!
5. Finish the session every time with the **appreciation cube** - Always end on a happy note!



Play Suggestions

Are you wondering how to start?

Put the cubes on the table and take a good look at them! **Which cubes do you want to use today?** As a team, decide on what aspects of your team dynamics you want to talk about. Remember that the Appreciation Cube should be part of every session, and it should be the last Cube discussed. If you would like, you can also start with the Icebreaker Cube which may be helpful in the first few sessions.



How to start playing?

- Once you have selected the cubes, choose a person who wants to start - it could be a volunteer, the youngest member of the team, the person whose name starts with a higher letter of the alphabet - this is up to you - there are a lot of possibilities! To move to the next person, go clockwise or counterclockwise, or after your turn, you pick the next person to answer by giving them the cube or rolling it to them, it's your choice.



How do I use the Cube?

- Roll the cube and answer the questions by filling in the blank spaces. When you are holding the cube - you are talking while others listen. When you are stuck with your answer or want to invite others to discussion, put the cube in its place.
- Remember that words are not the only way to express yourself - be open to draw, mime, act out, use analogies or some pictures that describe your answer!



How many statements should we answer?

- Each cube contains six different statements - it's up to you how many statements on the cubes you want to answer during this session. However remember that each team member needs to speak at least once per cube!



Length of the session

- Keep in mind, that you can use all of the cubes if you want to do a comprehensive feedback session. If you want to do a shorter version of the session, or if you think that focusing on only one aspect of team dynamics will be enough for today, select only the ones you need. You can use them in any order you would like.

Concluding the feedback session

- Finally, to close this amazing journey and finish the session on a happy note, use the appreciation cube!
- We already gave you a lot of instructions and possibilities, now it's up to you to make it work and don't forget to have fun in the process!

Recording the session?

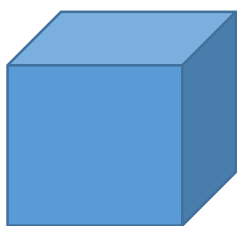
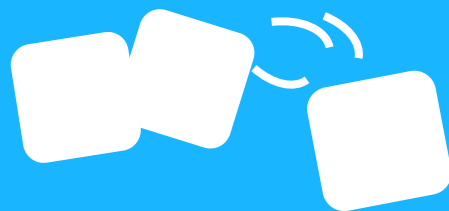
- Now you are wondering, how will you remember all this fascinating feedback? Easy - after discussing each cube, as a team, record the main reflections (points discussed during the feedback) and action plan (how to solve the problems and how to proceed) on the color-coded sheets provided to you with the handbook. It's up to you, if you want them to be visible at all times (on the wall) or saved in a team memory book. You can also always come back to these at the start of every session to see your improvement and what still needs work.



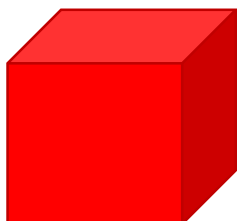
How often to hold feedback sessions?

- Feedback on the team process should be given regularly. Maybe you can divide it according to milestones you reach, or different phases of the process. Otherwise, just agree on doing it approximately every 3 weeks or so. You can also make it fun, agree that you will always go grab drinks after a feedback session, or bring cookies when you do it!

CUBES



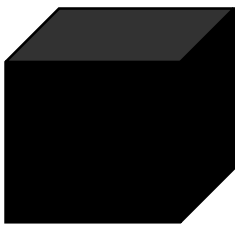
Communication Cube: Lack of communication can lead to wasted time and energy due to a lack of understanding of the tasks faced by the team as whole or separate team members. Additionally, poor communication between team members can lead to mistrust or even conflict within the team. To avoid these issues, it is necessary to share information and feelings between team members. Efficient communication is crucial to good team functioning, increasing productivity as well as good team environment.



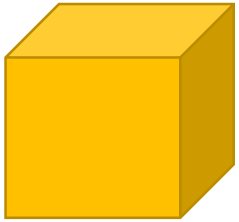
Performance Cube: Assessing performance is vital to a good team process. Team members need to be aware of the steps to be taken to reach their goals, as well as to how to do it best. There should be a clear shared vision of the progress and performance of the team, as well as an understanding of the required steps and resources. Teams are often more productive when they regularly reflect upon their performance, and compare this to set goals.



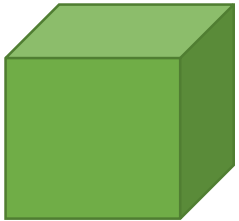
Change Cube: To be ready for new challenges that arise in any project, a team needs to be ready to adapt to these changes. These changes arise from the team itself, and not be forced upon. Therefore, it is important for a team to be aware of how they respond to changes, be aware of their own perception of situations and be able to make decisions and keep ownership of the changes necessary in the face of a challenge.



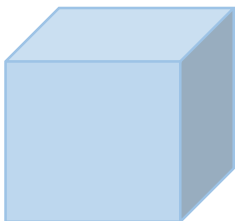
Conflict Cube: Each individual team member represents a diversity of background, knowledge, and ideas. Therefore, working in a team produces inevitable conflict. Conflict is not necessary bad, as healthy and constructive conflict is a component of high-functioning teams, proving that new ideas may be presented. It is the way how the team handles conflict that determines the success of the team.



Team Cube: Teamwork is not about finishing tasks and combining them with others done by other teammates, there needs to be a sense of teamspirit. A sense of belonging to a team leads to more than just good vibes and friendships. It increases engagement and work satisfaction of team members. With Team Cube, the teams will identify and reflect upon their current team culture.



Appreciation Cube: Feeling recognized and appreciated is a basic human need. Feedback tends to focus on the negatives, however it is important to remember the positive aspects of your team. Therefore, as a team, it is also very important to respect the effort and contribution of each team member. The appreciation cube will not only heighten interaction within the team but also increase the motivation, satisfaction and happiness levels of the team member.



Icebreaker Cube: Maybe you are only getting to know your team, or you want to start with something different than going straight to the feedback. In this case, you can use the Icebreaker Cube, which will provide you with a few fun scenarios that you can discuss as a team.

It's time to Play!

feedback3.tumblr.com