



HUMANIZING WORK EARLY FEEDBACK PROCESS

Get feedback that works, minus all the awkwardness

0 KICKOFF

- Share the goal of the meeting, an overview of the six steps, and ask for permission to facilitate if necessary.

1 CONTEXT

- Creator shares:
 - What is the current state of the work?
 - How does this draft connect to larger goals?
 - What should reviewers focus on? Ignore for now?

2 CONTENT

- Creator shares the work with reviewers
 - *This could be a live demonstration or a link to consume the content*
- Give reviewers time to process the content before moving on

3 QUESTIONS

- Reviewers ask clarifying questions about context and content
 - *Beware of opinions hiding as clarifying questions*

4 KUDOS

- Reviewers share what they particularly like about the current work

5 COMMENTS

- Reviewers share opinions and advice
- Reviewers ask permission:
 - *"I've got an opinion / advice about _____. May I share that now?"*
- Not a debate, problem-solving, or decision-making step

6 CONCLUSIONS

- Creator summarizes what they heard and any key take aways
- Creator shares what they'll do with the feedback
 - *Specific decisions they've made, their next steps, etc.*