Feedback form

/*Questions below are the recommended feedback form.*/

1. What is your name?

/*It is better to ask for their names instead of an anonymous form because you need to be in tune with everyone's opinion and understand your people. If they trust you, we can assure you that they will not mind sharing their names.*/

2. What was the discussion topic?

/*In a long term goal, you can collect and compare all different projects and related feedback in order to see how your team performance improve over time.*/

3. What did you learn from this activity?

/*Your goal here is to understand their values and what matters for them.*/

4. Give a Kudo to one person on the team and share how this person impressed you.

/*Encouraging your people to be positive is a strategy that was proven to work better than pointing their mistakes and correcting them. Kudos comes from Greek and means 'praise' - the public admiration that a person receives as a result of a particular achievement or position in society. Check out LinkedIn Kudos*/

5. Do you want to have more projects like this one?

/*The question is straightforward and will give you a clear view for your next steps.*/

QUESTIONS

All the questions were carefully designed by psychologists and they are free to use. In case, you need to add more questions or want to change them, make sure you follow these simple rules:

1. When crafting a question, be objective and answer the question for yourself. If you find it difficult to answer, then other people might find it difficult as well.
2. Predict what answers you might get from the question according to the people you ask.
3. Write down you goal from this feedback form and make sure every question helps you to achieve this goal.
4. Do not add more than 6-7 questions that require a lot of time and thinking, otherwise, over time the form will become a negative activity and people will be less likely to provide you useful feedback if they are angry.
5. Every question matters, so put yourself on the other side and fill the form before sending it to your people.

ADDITIONAL NOTES

An easy way to create and track feedback is by using a tool called ['Typeform'](). It is a free tool for building forms, and our research shows that beautiful and easy to fill in forms are much more engaging and accurate.

EXAMPLE

Here is our example for [Feedback form]() which is related to the ['Team Booster']() project.