

# Step 1 - Initial Tasks

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A full guide to a successful feedback session

## CONTENT CREDIT

Satu Rekonen

## ICON GRAPHICS CREDIT

The Noun Project

## ARTISTS

Clock by P.J. Onori

Music by Nadir Balcikli

Art by Rafael Farias Leão

Network by Adam Beasley

Chair by Les vieux Garçons







Group think by Jose Morbán

Printer by George Atanassov

## LOGO CREDIT

Joel Meneses

## STEP 1 - INTIAL TASKS

	<p><b>1. Find a facilitator</b></p> <p>The facilitator plays an important role in creating a safe and neutral environment and ensuring that the session is going according to the plans. Participants should not worry about the time or session's proceeding.</p>	<input type="checkbox"/>
	<p><b>2. Book a secure and relaxed place</b></p> <p>Find a peaceful and secure place where you can make sure that there will be no disturbance or interruptions from outside.</p>	<input type="checkbox"/>
	<p><b>3. Reserve enough time</b></p> <p>It is important that the feeling is not rushed and that every team member can stay until the end. Reserve about 25min / participant. For four people we have been using about 1h 40min and for eight about 2h 45min. Note, that the longer the team has been working together the deeper the discussion will probably be, which requires more time for the session.</p>	<input type="checkbox"/>
	<p><b>4. If possible, get music</b></p> <p>Experience shows that people feel more comfortable writing the feedback when there is music played on the background. Participants find it easier to dive into writing.</p>	<input type="checkbox"/>
	<p><b>5. Get pens and writing-tablets</b></p> <p>Have everything ready for the participants, the forms, the pens and writing-tablets so that the participants can just come in and sit comfortably.</p>	<input type="checkbox"/>
	<p><b>6. Make the space comfortable</b></p> <p>It is highly recommendable that the team would be sitting in a circle without tables. This fosters the openness that is one of the key elements in the session.</p>	<input type="checkbox"/>
	<p><b>7. Print the forms (Step 2)</b></p> <p>Three types of forms are needed for the session: 1) about my teammates, 2) about our team and 3) notes about me. Please pay close attention to the instructions on the forms as some forms need to be printed several times more than others.</p>	<input type="checkbox"/>
	<p><b>8. Continue to Step 3</b></p> <p>Be well aware of the different parts of the session before facilitating it. When the facilitator seems confident with what s/he is doing, the participants can trust that everything is going as it should and thus concentrate on the essentials.</p>	<input type="checkbox"/>