

Project Name	Giving & Receiving Feedback
Required or optional?	optional
Number of points	2
Due	1 week before next session

1. Pick a behavior you would like to improve. It can be a strength or a weakness, so long as it is something that will enhance your leadership.
2. Identify a number of individuals (3-6) who meet the following criteria:
 - You trust them
 - They have ample opportunity over the course of a week or a month to observe the behavior you would like to improve
3. Your list might include people like the following:
 - Your direct supervisor
 - Another supervisor impacted by your work
 - Internal customers
 - External customers
 - Direct reports
 - Peers in your own department or in other departments
 - Your spouse or partner
 - Close friends
4. Teach them about Results-Action feedback, and tell them what you're working on.
5. Ask them for Results-Action feedback (two or three observations on how you've done with that behavior). Ask for specific examples and give a concise summary to check for understanding.
6. If you do not understand what they have said, it's fine to ask for clarification. It is important to *not* disagree with what they're suggested. Just thank them.

Note: To earn your points, list the names of the people you ask for feedback as well as the behavior you're working on.