

Employee

Manager

Date  Quarter

EMPLOYEE FILLS OUT DURING OR BEFORE MEETING

What are you proud of accomplishing this week?

What is one quarterly **soft-skills goal** you are working on? Or, what's your progress?

What is one quarterly **project or specific action** you want to complete? Or, what's your progress?

What support do you need in getting to your goals? Or, what changes need to be planned in how you currently spend your time?

MANAGER FILLS OUT

As your manager, I'd like you to start, stop or change...

## READ THIS ARTICLE

[INC | Turn Feedback into a partnership by using conversation prompts](#)

## MAKE THE Q'S FIT YOUR CULTURE

This is a template to get you started, if you'd like things different - change them. Just don't get stuck, progress over perfection is preferable every time.

## DOCUMENT IT

You don't have to use this template, but you should use something. A good digital option is **15Five**. You will never remember the progress or decline if you don't document these conversations (trust me on this!)

## BE A MODEL CITIZEN

Anytime you (as the leader or owner) receives feedback that you put into action, talk about it - especially if it comes from your employees. Send out a 'thanks for feedback memo' or call it out in a team meeting.

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**leadership note:** If you are the top of your organizations food chain you'll need to seek out feedback loops intentionally to continue to grow and understand your culture and people. I can help with this.