**LMA Feedback and Development Plan**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Answers: Y or N** | | | | | | | |  |
| **Item** | **Self** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | Feedback |
| **M1 – I keep expectations clear**   * Sharing mine / Hearing theirs * Roles, values, rocks, measures |  |  |  |  |  |  |  |  |  |
| **M2 – I am communicating well**   * Me and them * Know what is on each other’s minds highs and lows (no assumptions) * 5 questions to 1 statement |  |  |  |  |  |  |  |  |  |
| **M3 – I have the right meeting pulse**   * Even exchange of dialogue * Reporting measurable * Keeping circles connected |  |  |  |  |  |  |  |  |  |
| **M4 – I am having quarterly conversations**   * The 5-5-5™ * The People Analyzer™ / Perf feedback |  |  |  |  |  |  |  |  |  |
| **M5 – I am rewarding and recognizing**   * Positive and negative feedback quickly (within 24 hours * Criticize in private, praise in public * Be their boss, not their buddy * Use 3 strike rule |  |  |  |  |  |  |  |  |  |

**Development Plan**

1. What were some of my A-Ha’s during this assignment?
2. What were 3 key themes/common feedback I heard?
3. What is one thing I commit to doing differently for the next 30 days?
4. How can this team support me in making this change stick?

**Directions / Tips for Having the conversation with your team**

1. Kick it off by sharing a copy of the sheet with your whole team and walking through the questionnaire with them.
2. Share that as a key part of the EOS, getting feedback from them is important so you can grow and develop as a leader.
3. Tell them to give it some thought, and during your next one-on-one you would like to spend 10 minutes talking through it and getting their feedback.
4. Thank them for helping you in your development as a leader.

**Feedback question:** From your perspective - What is one thing I could DO (action) to move me from N to Y or to become a stronger Y? (listen for KEEP Doing, START Doing, STOP Doing messages – be armed with follow-up question: Could you say a little bit more about that?

During the feedback session:

* Ask question about, listen, and take notes (do not type on computer).
* Ask one question for clarification, but keep things moving by saying thank you and moving to next question.
* NEVER: Make sarcastic remark about a job being at risk, don’t be afraid, etc.
* NEVER: Justify one of your actions or argue with them about their answer.
* NEVER: Wait more than a two weeks to talk with an individual after kicking it off with the team.