

## Group Session Outline (3 of 6)

**Group title:** “Developing Your Professional Self”

**Session 3 title:** “Giving and Receiving Feedback”

**Format:**

- Warm-up—5 minutes
- Introduce activity—5 minutes
- Instructions for activity—5 minutes
- Writing activity—15 minutes
- Discussion—25 minutes
- Summary—5 minutes

**Supplies:**

- 9 sheets of paper 8½ x 11 inches
- 9 pens or pencils

**Description:**

1. *Introduction*

- Warm-up—Begin by asking members to say a few words about how they are feeling today.
- Educational concepts—“Today, we will be working on communication, self-awareness, and accepting feedback from others. Often, the success of our professional interactions will depend on how well we understand our own feelings and express them to others. Even negative feelings can be expressed in positive terms. For example, if you are studying for a test, and your roommate is talking loudly on the phone, you might say to her: ‘I know you’re enjoying talking to your friend, but I’m having a hard time concentrating on my work. Would you mind calling your friend back later?’  
“Most people have an easier time giving positive feedback than negative. However, avoiding negative comments can cause all kinds of problems, especially when two people have to work together. This exercise is designed to practice giving positive and negative feedback to each other.”

2. *Activity*

Pass out paper and pencils. “Fold paper in half. Put name on the outside folded half at the top. On the inside, write some ways you feel you need to grow professionally (skills needed, issues to deal with, etc.). Fold paper over so what you have written is not visible. Pass folded paper around circle. Each person writes on the outside how he or she feels the person whose name is on the paper could grow professionally. To make this chore less difficult, you may also write one thing you admire about the person. Both positive and ‘change needed’ comments should be expressed constructively. Even if you do not know everyone that well, do the best you can.”

Give 15 minutes for this part. After that, stop, even if not finished. Each reads own paper for a few minutes.

3. *Sharing*

Members share the results with the group. If possible, each should read a few positive and growth comments to the group.

4. *Processing*

- How do you feel about the feedback you received?
- How did you feel about giving feedback to others?
- What problems did you encounter in doing this exercise?