# General Feedback Sheet

Place: …………………………………… Activity: …………………………………

Role: …………………………..………………………………………………………

**Why have I been asked to fill in this form?**

In order to improve, it is good practice throughout life to have some critical friends give feedback on our work. The most useful feedback that you can give will be encouraging and constructive, but also honest and sometimes critical. I realise that this can be hard! You do not have to give your name on the sheet, although you may wish to.

**Thank you for taking the time to help**

*Please add any particular comments in the spaces provided.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Did the leader seem competent, confident and relaxed? | **Yes** | ? | No | *N/A* |
| 2 | Were you able to hear the leader clearly? | **Yes** | ? | No | *N/A* |
| 3 | Did the leader use their voice well (variety, tone, pace, etc.)? | **Yes** | ? | No | *N/A* |
| 4 | Did the leader use body language (gesture, posture) well? | **Yes** | ? | No | *N/A* |
| 5 | Did the leader make good eye contact with people? | **Yes** | ? | No | *N/A* |
| 6 | Did the leader avoid odd mannerisms or other distractions? | **Yes** | ? | No | *N/A* |
| *Particular comments:* | | | | | |

For you, which of the following words describe the way the role was fulfilled in this setting?

*(Circle any of the words which apply)*

For me, the **greatest strength** was…

For me, the **main area for improvement** would be…

Friendly

Dull

Sincere

Superficial

Creative

Distracting

Warm

Lively

Cold Competent

Nervous

Sensitive

Distant Prayerful

Fun

Complicated

Moving

Thought-provoking

Engaging

Clear

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Did everything seem well-planned and organised? | Yes | ? | No | N/A |
| 2 | Did it seem to flow well from one item to the next? | Yes | ? | No | N/A |
| 3 | Was there an appropriate balance of spoken word, silence, singing, etc.? | Yes | ? | No | N/A |
| 4 | Was it appropriate to the context (for instance, the words used, the way it was presented, the stories or illustrations)? | Yes | ? | No | N/A |
| 5 | Do you think attention was *grabbed* at the start? | Yes | ? | No | N/A |
| 6 | Do you think attention was *held* throughout? | Yes | ? | No | N/A |
| 7 | Did it take account of the needs of a wide range of people? | Yes | ? | No | N/A |
| 8 | Was it overall outward-looking, and connected with the wider world and with ordinary daily life? | Yes | ? | No | N/A |
| *Any particular comments:* | | | | | |

Overall, did it feel:  Too short?  About right?  Too long?

For me, the **greatest strength** was…

For me, the **main area for improvement** would be…

Please feel free to make any additional comments in the remaining space. Thank you.

‘Adapted from material produced by Mark Earey for the Queen’s Foundation for Ecumenical Theological Education,