KEEP / STOP / START FEEDBACK

To solicit feedback, send the following letter ...

One of the best ways to learn more about ourselves is to ask others about what they observe about us. A simple way to do this is the "Keep, Stop, Start" process, which is outlined in the questions on the attached form. This process provides an opportunity to celebrate, congratulate, and support (keep) as well as request changes of each other (start or stop) in order to become more effective personally and interpersonally with our team.

The "Keep, Stop, Start" process is intended to create an interpersonal dialog which increases trust, candor, listening and common understanding. It enables individuals to develop a greater respect for and understanding of each others' differences and gifts. It is not intended to be a performance evaluation or an opportunity to "slam dunk." It is a chance to take a risk in increasing honesty in your relationships with fellow team members.

Please take time to prepare a feedback form (see attached) on my leadership/professional style & behaviors. One suggestion is to keep the forms at your desk and as you are working and think about something jot it down on the form.

Please complete the form in such a way that you can give it to _____ in an envelope without your name on it, fax it to _____, or email it to _____ (who will keep the sender anonymous).

If you have any questions about this process, please call me or send me an email.

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KEEP / STOP / START FEEDBACK FORM

Name: (leave blank to keep anonymous)

I believe that it would be more beneficial and helpful if _____ would:

1. Keep doing the following things:

2. Do the following things less, or stop doing them:

3. Start doing these additional things:

Some ideas for how you can stop or start behaviors identified in #2 and #3 above. (If you need additional space, use the back of this form or additional pages below).

Here is what I will do to support you:

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