COMMUNICATION & FEEDBACK PREFERENCE FORM

COMMUNICATION CHANNELS

Please rate personal preference for each of the following with 1-5 stars:

In person, one-on-one	☆	☆	☆	☆	☆
In person, at a meeting	☆	☆	☆	☆	☆
Zoom	☆	☆	☆	☆	☆
Phone Call	☆	☆	☆	☆	☆
Email	☆	☆	☆	☆	☆
Text	☆	☆	☆	☆	☆

Other: _____

OTHER STUFF TO KNOW . . .

The most effective way to remind me of commitments i've made is?

Things or behaviors that bug me, stress me out, or drive me crazy?
(in teammate interactions, meetings, work-related situations)

When i'm stressed out or off-center, what can you do or say that's helpful?

(more on reverse)

APPRECIATIONS

Ways i prefer to receive appreciation . . .

❑ Private ❑ In person ❑ Handwritten ❑ Phone Call
❑ Public ❑ Email ❑ Text

❑ Thru food: ❑ Chocolate ❑ Baked Treats ❑ Other: _____

❑ Thru drink: ❑ Wine ❑ Beer ❑ Other: _____

What else to know?

CONCERNS

If someone has concerns about something i've done (or thinks i might have done), giving me critical feedback works best if done this way . . .

Private/Public

❑ Private strongly preferred
❑ Public (e.g. at group mtg) is ok

Form

❑ In person ❑ Handwritten ❑ Phone call
❑ Email ❑ Text

Timing (for example, are there times of day or days of the week that work better?)

Give advance notice?

❑ Yes—warn me before the time of the actual conversation that you have something awkward or difficult to talk over, give me a chance to prepare
❑ No—don't leave me stressed out wondering what you're upset about it, avoid bringing anything up until we can actually have the conversation

Lead-in

❑ Offer me an appreciation first
❑ Do *not* offer me appreciation first
❑ Ask me first if this is an ok time to talk

And? What else i'd like you to know about me in regard to this is: