**FEEDBACK FORM – Positives; Opportunities; Development**

The feedback form supports proactive management of personal development. Individuals are actively encouraged to seek out feedback and guidance from a range of colleagues (both within and outside their team) and to use it for self-reflection as well to improve performance and skills.

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| ***Reviewee’s Name*** | ***Reviewer*** | ***Date of Review*** |

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| --- | --- |
| ***Situation*** | ***Date of Event*** |

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| Positives – what went well? | |
| REVIEWER’S FEEDBACK | **REVIEWEE’S SELF REFLECTION** |
| *Reviewer - Please enter your feedback on what went well* |  |

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| Opportunities – what could have been better or done differently? | |
| REVIEWER’S FEEDBACK | **REVIEWEE’S SELF REFLECTION** |
| *Reviewer - Please enter your feedback on what could have been improved* |  |

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| Development – Learning & Action (For REVIEWEE to complete) | |
| DISCOVERIES:  Insights to guide & modify actions & behaviour | **ACTIONS:**  **What I intend to do, and by when** |
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