

7 Steps to follow when you are asking for feedback

Sender's WHY WHAT	Questions to ask yourself	<ul style="list-style-type: none"> Why are you motivated to ask for feedback? What are you looking to change? What is the aim of this feedback? How will your reality change from getting this feedback? What do you need to be able to change the current state?
Sender's Message	Question Types	<ul style="list-style-type: none"> Open - what, how, why, when, who Closed - Yes/No or sliding scale of agree/disagree Multiply choice Probing - follow on question from an answer to gain more detail Leading - this should not be used or used carefully as it biases the feedback
Sender Encodes	What is the best medium	<ul style="list-style-type: none"> Written Verbal Visual Combination
Channel	What media source	<ul style="list-style-type: none"> One to one One to many Records or data needed Analysis requirements
Receiver Decodes	Through the media source	<ul style="list-style-type: none"> Reads Listening Watches Combination
Receiver Reviews	Processes Information	<ul style="list-style-type: none"> What is their understanding What are their frames and filters What are their values, beliefs and experiences What is their preference for mental processes
View returned	Receiver sends back	<ul style="list-style-type: none"> The Receiver becomes the sender They encode their reply Their motives may differ from the senders Their viewpoint will be different