# Gathering Productive Feedback to Build Alignment on a Plan or Proposal

## Goal

Generate balanced feedback on a plan or proposal.

Create better alignment and support for the final version of a plan or proposal

## Duration

30-45 minutes

## Agenda

### 1.0 Introduction

A brief introduction to the content to be reviewed.

### 2.0 Presentation

Present the proposal or plan under consideration.

### 3.0 Reflection

Take a moment to reflect on the proposal, and prepare answers to these questions:

1. What did you like about the proposal?
2. Where do you need more information?
3. Where do you have concerns?

### 4.0 Feedback

We will go around the group to hear the answers to the first question only, then the second and third in order. We will summarize the feedback to each question where all can see it.

### 5.0 Closing and Next Steps

*Closing question:* What have we learned about this proposal?

Discuss and agree on next steps.

## Resources

### Book

Leading Great Meetings: How to Structure Yours for Success.

<http://www.amazon.com/Leading-Great-Meetings-Structure-Success/dp/0692446001/>

### More About This Template

<http://www.lucidmeetings.com/templates/rick-gathering-feedback>