



Feedback-Exercise & Conversation Guide

Exercise: The 5-Minute Feedback Bridge

Goal: Give and receive feedback without defensiveness.

Setting: Workplace, meeting room, break area.

Duration: 5 minutes per person.

Exercise Flow

1 Preparation

Choose one specific situation from the last week.

2 Start with affirmation

“What I noticed positively ...” – specific and observable.

3 Corrective + developmental

“What might have helped you ...” + “How could this become easier for you?”

4 Switch roles

Same structure from B to A.

5 Closing

What do I take from the feedback?

Conversation Guide: The 4-Step Feedback Dialogue

1. Opening

Create psychological safety first.

2. Observation

Describe only what you saw or heard.

3. Impact + improvement

Explain the effect and offer an alternative.

4. Invitation to grow

Ask: "How do you see it?"