

Process Observer Form

The definition of descriptive feedback is feedback that it is non-judgmental, specific, concise, based on observable behavior, contextually bound, intended to help and intended to broaden self-awareness. The following two pages can be used to observe the team meeting and provide team members with feedback.

Process Observer Notes

Process Elements	Strengths	Questions	Issues
Informal behaviors: entering the room, seating arrangement, interaction patterns, signs of trust			
Structure of meeting: agenda, designated roles, steps in collaborative teaming, evidence of organization			
Communication: sharing of information, values, and perspectives, active listening			
Participation by team members: shared or not, verbal and non-verbal signs of involvement and withdrawal, participation invited and encouraged, equal distribution of tasks			
Problem solving and decision-making processes: clarity of the question, consideration of alternatives, asking for consensus, creativity in decision making, sense of ownership for decisions			
Conflict resolution: acknowledgement of differences, open discussion of positions, compromise			
Giving and receiving feedback: by and to individuals, discussion of how the team is functioning			
Effectiveness of leadership in meeting: shared leadership,			

facilitator, timekeeper, other			
Needs for future team development: current stage of team development, recommendations regarding training, experience, and feedback to help the team achieve the highest stage of team development			