

JULY 2022

ENGLAND ATHLETICS CLUB WORKSHEET: PROMOTING COLLABORATION

IT'S ALL ABOUT MODELS!



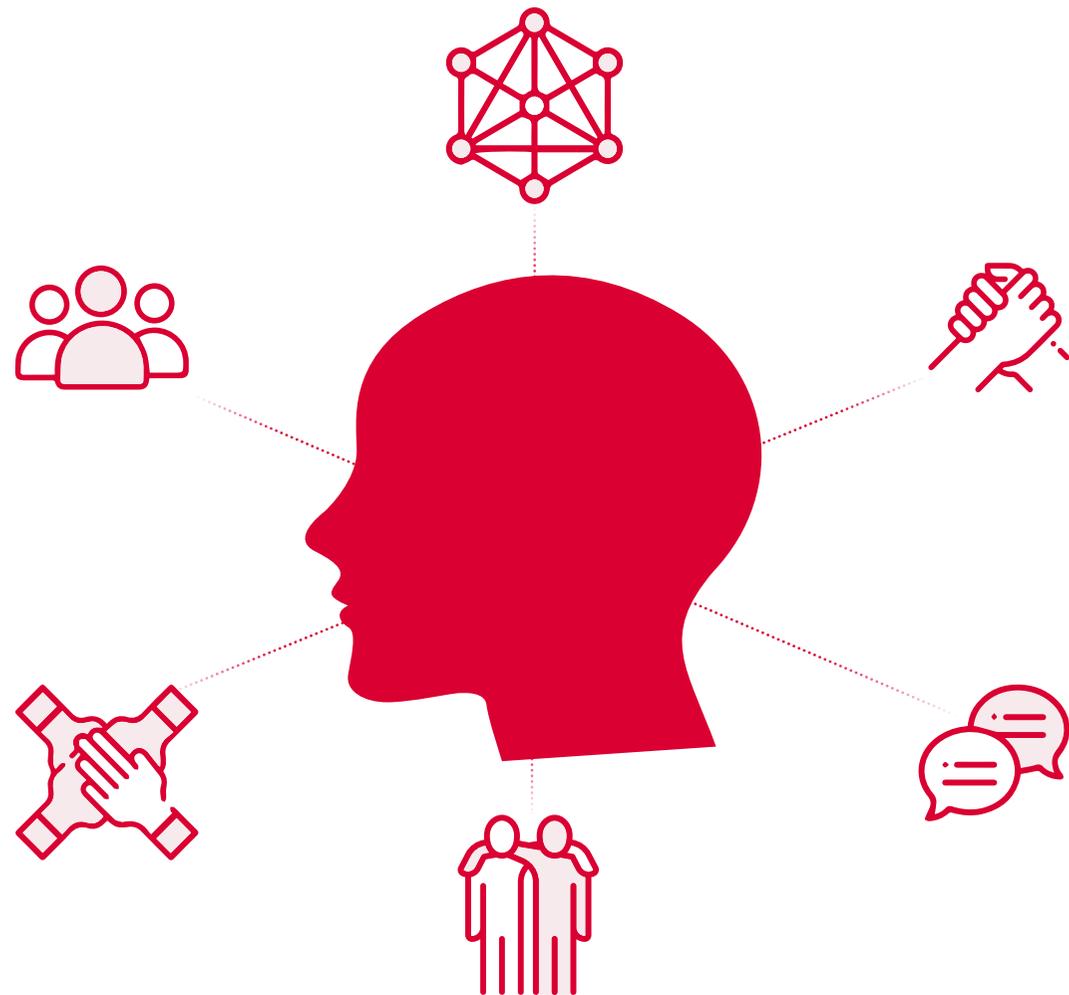
IT'S ALL ABOUT MODELS!

Introduction: The ability to give and receive feedback is fundamental to creating a successful club.

When it comes to giving feedback, having a simple model or framework can make those conversations easier.

In this worksheet we look at why 'trust' is important when it comes to giving and receiving feedback. We also look at a number of models to help you on your way.

Please note, this worksheet is interactive, or alternatively can be printed out and completed by hand.





Here are some useful models to help structure feedback.

BALANCED

OBJECTIVE

OBERVED

SPECIFIC

TIMELY



UNDERSTAND

HOWEVER

THEREFORE



DESCRIBE THE BEHAVIOUR

EXPLAIN THE IMPACT

SPECIFY THE CHANGES REQUIRED

CONSEQUENCES OF THE CHANGE

CONTRACTING

OK





Clarify change in
behaviour

Understand and
empathise

C L U B

Lay out
actions

Be clear on next
steps



Pick your favorite one and think of someone you need to give feedback to. Using the text box, try writing what you might say?

TRUST = C+R+I/SO



C REDIBILITY
Say what you do

R ELIABILITY
Do what you say

I NTIMACY
Build relationships

S ELF-ORIENTATION
Focus on the other



For feedback to be given and to be received well, you need a club where it feels safe. An environment that feels safe starts with trust!

FEEDBACK CHECKLIST

Before you give any feedback, run through the following checklist. Are there any areas you haven't thought about yet that you should address before having the conversation? If you have considered every item, congratulations - you can have your conversation with confidence!



1. I know what I'm trying to achieve by giving this feedback (e.g. what behaviour I want to see, not just what I want them to stop).
2. I'm clear what wanting to give this feedback tells me about my own attitude and beliefs.
3. I've thought through possible emotional reactions (including my own) and how I will respond to them.
4. I'm clear on facts, I may have some questions but I haven't made any assumptions.
5. I'm prepared to ask questions and listen, not just give information or instructions.
6. I've chosen a suitable time and place to give the feedback (consider those people working from home).
7. I'm feeling calm and able to take a balanced approach to the conversation.
8. I've planned time to document the conversation, and follow it up if necessary.
9. I have a clear structure to follow for the conversation so that it doesn't get derailed.
10. If I'm stressed, I know who can offer support and the things that help me relax e.g. going for a walk.

Yes	No	Maybe



Why not create your own CLUB feedback model!
.... and dare to share your model with your peers and club members!



For more digital
club support, visit the
England Athletics
[Club Hub](#)