**Constructive feedback scenarios**

### SITUATION 1

One of your employees who works in an open work area keeps an extremely cluttered desk. You are concerned that she is contributing to an unprofessional atmosphere in the office.

### SITUATION 2

One of your peers constantly interrupts others so that he has the floor and can share what he thinks without giving space for others. You are noticing people contribute less when he is present in meetings.

### SITUATION 3

You are behind this week in processing client orders. When you start to inquire with your management team, you learn that two of your employees have been quarreling with each other and are no longer speaking to each other. You are concerned when you discover that their manager had known about this for several months and not addressed the issue.

### SITUATION 4

One of your new employees is an excellent contributor, however she has arrived late to the last three team meetings. As a result, she has missed important updates provided by each team member.

### SITUATION 5

Your lead factory manager packed an order for 250 units when the order was only for 150. Instead of checking the order, the staff relied upon hearsay for what he thought the quantity was. This resulted in a net loss on the order given the labor costs to pack the extra 100 units.

### SITUATION 6

A client responsible for 15% of your gross revenue tells you that his bookkeeper has complained numerous times about the harsh and “accusatory” way your accounts payable person speaks to her. This is not the first time you have gotten a complaint about this employee.