

CONSTRUCTIVE FEEDBACK SCENARIOS

SITUATION 1

One of your employees who works in an open area keeps an extremely cluttered desk. You are concerned 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 leaving space for others. You notice people contributing less when he is present in meetings.

SITUATION 3

You are behind this week in processing client orders. When you inquire with your management team, you learn that two of them have been quarreling and are no longer speaking to each other. You discover their manager has known about this for several months and has 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.

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 they 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 percent of your gross revenue tells you 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.