FIGURE 5.1 FEEDBACK PROTOCOL TOOL

PROCESS	TIME	PERSON(S)
Presentation The presenter presents their product draft and requests feedback; the audience listens and takes notes.	2 Minutes	Presenter
Clarification The audience asks clarifying questions for supporting their feedback; the presenter makes clarifications.	1 Minute	Audience
"I Saw . . . " The audience shares what they saw in alignment with the performance expectations; the presenter listens.	2 Minutes	Audience
"I Wonder . . . " The audience shares concerns (lacks follow-through of the performance expectations or needs further development); the presenter listens.	2 Minutes	Audience
"Consider using . . ." The audience shares ideas and resources for improving the product draft; the presenter listens and may respond.	3 Minutes	Audience
Total	10 Minutes	