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15.277 Special Seminar in Communications: Leadership and Personal Effectiveness Coaching  
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# FINAL PRESENTATION REVIEW AND FEEDBACK

## Activity Overview

Team members take time to see their work on the final presentation. Each member of the group will get feedback and comments about their work. During feedback, individual members can review their progress in the lab.

Typical Activity Outcomes	Potential “Core Connections”
<ul style="list-style-type: none"> <li>• Enjoy a review of their work together</li> <li>• Assess team and individual performance</li> <li>• Reflect on the lab work</li> <li>• <b>Make notes on performance for their final memo in 15.280</b></li> </ul>	<ul style="list-style-type: none"> <li>• Step back to think about their work from the point of view of their clients and the OP project.</li> <li>• Prepare team to assess team performance</li> </ul>

## Activity Materials

- Extra Feedback sheets
- 1 envelope (with the Ocean and Team Name written on it)

## Activity Time Frame

Total Time: 55 minutes

## Activity Schedule:

- 2 min: Set up agenda
- 24 min: Review DVD (interrupt for individual comments)
- 15min: Feedback on individual performance (1 min each)
- 10 min: Feedback about the team and the lab

## Setting Up The Activity

Set up a projector or a computer so that all may see the DVD clearly.

Facilitation Note: They will have already done all they can do for this presentation. Do not permit their being harshly negative about anyone or about the presentation.

# Facilitation Instructions

## A. Collect the Feedback Sheets

1. Be sure to collect each team member's handout
2. Place them all in the envelope provided.
3. Be sure that your Ocean name and Core Team name is clearly written (in marker) on the envelope.
4. Seal the envelope
5. Bring the envelope in Kelly mailbox outside the door

Explain the following:

*What is memorable from today is the importance of everyone contributing to the whole. We each played a critical role in everyone's success, even when it is seen as individual performance.*

*In our work in the lab, we have performed many activities in trying to improve our individual and team communication and leadership skills. The feedback sheets are to help us assess our work and to improve next year's course. Thanks for your comments.*

## Step 1: Introducing the Activity

Say the following (in your own words):

Observing the DVD, imagine you are seeing it for the first time. Review it with the perspective of the client and the audience. Try to absorb all the information visible and if you see something that you want to talk about or reflect on, make a quick note to trigger the memory later. Avoid getting distracted by something and missing what happens next. You will have time afterwards to comment and ask questions.

## Step 2: Overview the Activity Schedule

Overview the goals and schedule with the team (in your own words):

*The purpose of this activity is to help us identify strengths and weaknesses in the team presentation and to reflect on what you gained from our sessions together.*

Step 3: Set up the DVD by having them recall their clients and their objective(s) for this presentation.

Make sure they are prepared to take notes with pens/paper.

**Step 4: Review the first speaker. Stop DVD and lead a brief discussion before returning to the DVD and the next speaker**

1. How did that go (directed to the speaker)
2. Ask team what worked
3. Ask team what suggestions for improvement.

**Facilitation notes:**

1. Don't let the speaker focus strictly on what they did not like.
2. Make notes on what the speaker says first and make certain someone else (or you) responds to that. It is usually something they find very important—and often it is the negative as they see it.
3. Then bring in the team to provide positive constructive comments (anchored) as well as things for improvement.

**Step 5: Lead a Debrief of the Activity**

Ask one or more of the following questions to bring closure to the activity:

1. What would they as a team do differently?
2. What do you think they did well and could improve on as a team?

**Step 6: Give some sense of closure for your role during the Core Semester**

Close your work with the team by offering your appreciation of their efforts and their willingness to experiment and support each other. You will want to thank them for their participation and support for your work as appropriate.