

PERSONAL FEEDBACK ACTION PLAN

Receiving feedback is only a part of your professional development journey. To make the most of the information in your report, you're encouraged to develop a plan of action and discuss it with your coach, sponsor, manager, or trusted advisor. This plan will guide you through a series of prompts designed to help develop your personal action plan, helping **ensure you grow from the feedback you receive.**

Remember, the only bad feedback is the feedback that goes to waste!

1. INITIAL REACTIONS

My results surprised me in the following ways:

2. REVIEW

My results confirmed the following impressions I had about how others perceive me:

3. REFLECT

After reviewing your feedback, what do you see as your strengths and where might you have opportunities to improve? Take some time to celebrate your wins here!

MY STRENGTHS

MY OPPORTUNITIES

PERSONAL FEEDBACK ACTION PLAN

4. FOCUS

Select two areas below, where changes in your behavior would have a positive impact on your performance.



SELF-AWARENESS



MANAGEMENT



COMMUNICATION



TEAMWORK

Why did you choose these areas for your focus?

5. PLAN

To improve in the areas I selected, I commit to the following three actions:

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6. PREPARE TO ACT

The first thing I can do to move my plan forward is:

I can commit to this action by: _____

7. GATHER SUPPORT

The following people can help me advance these goals through support, guidance, or accountability.

Share your development plan with these people and ask them for support!