



Instructions

November 2, 2018 v.2

Yellow background slides are facilitator instructions, to be deleted before presenting to audience.

Black and white background slides are for instructions for audience in the meeting. Replace [block quotes] with your own text. Adjust times to your needs.

FeedbackFrames.ca/templates

(delete this slide)

Insert rating
scales in frames
before meeting

(delete this slide)



How to set up Feedback Frames



(delete this slide)

Set up frames
on side tables
before meeting
starts



(delete this slide)

[Name of your project goes
here]



Feedback
FRAMES

Instructions

Step 1

Silently, on scrap paper,
individually draft answers...

**[Insert you big
open ended
question here]?**

(2-5 minutes)



[Insert you big open ended question here, again]?

We'll continue once everyone has written their answers

Step 2

In groups of 3-5, read & discuss your ideas
(15 min. or more)



Step 3

In your groups and individually...

Write one idea per sheet

Write **one** statement here in large letters:

Write your idea here.
Use large and clear printing.

Sign (Initials) Frame # _____

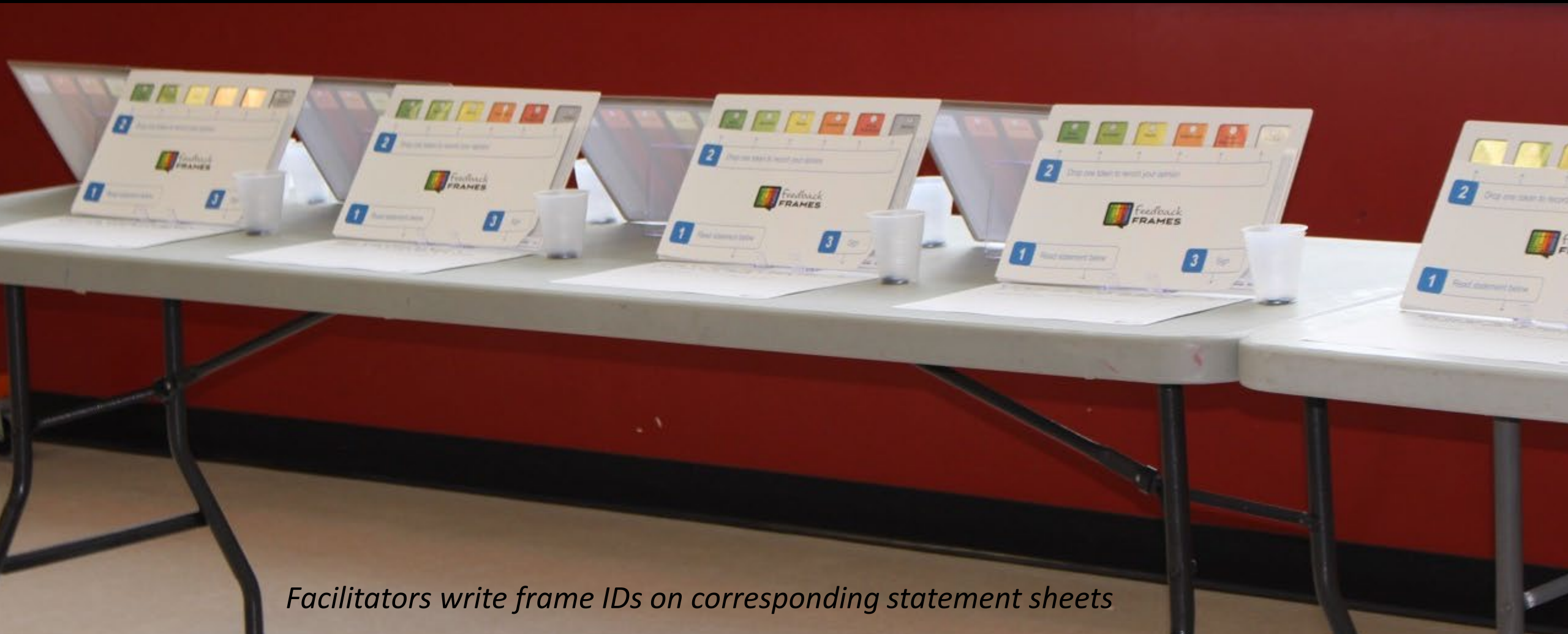
- | | |
|----------|----------|
| 1. | 16. |
| 2. | 17. |
| 3. | 18. |
| 4. | 19. |
| 5. | 20. |
| 6. | 21. |
| 7. | 22. |
| 8. | 23. |
| 9. | 24. |
| 10. | 25. |

Comments (optional)

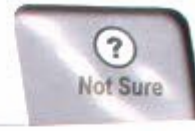
Strengths & Opportunities

Concerns & Weaknesses

Facilitators will place sheets with ideas on tables in front of Feedback Frames



Facilitators write frame IDs on corresponding statement sheets



2

Drop one token to record your opinion



Feedback
FRAMES

1

Read statement below

3

Sign

FHU

Write one statement here in large letters:

There should be dedicated space for arts and culture in the town of Hanover.

Comments (optional)

Concerns & Weaknesses

Strengths & Opportunities

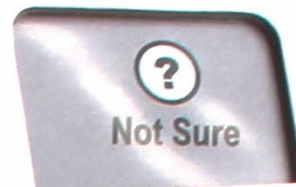
Sign

9

1.
2.
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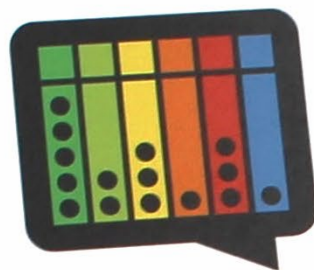
**Drop a
token in
each frame
to record
your opinion
on each
statement**





2

Drop one token to record your opinion



Feedback
FRAMES



- Drop only one token per frame
- Remember to sign the sheet every time
- Optionally write comments below

Let's get started!

Discuss and write ideas

Write **one** statement here in large letters:

Write your idea here.

Use large and clear printing.

Sign (Initials) Frame # _____

1. 16.

2. 17.

3. 18.

4. 19.

5. 20.

6. 21.

7. 22.

8. 23.

9. 24.

10. 25.

Comments (optional)

Strengths & Opportunities

Concerns & Weaknesses



If you have given your written ideas to the facilitator...

Start dropping tokens!

- One token per frame
- Sign the sheet every time
- Optionally write comments below

5 minute warning

One more minute...



Let's
reveal to
see what
we think!

Review and Discuss Results

All results will be photographed, entered into a spreadsheet, and shared with participants

Thank you!

[Enter your name and contact information here]

Email:

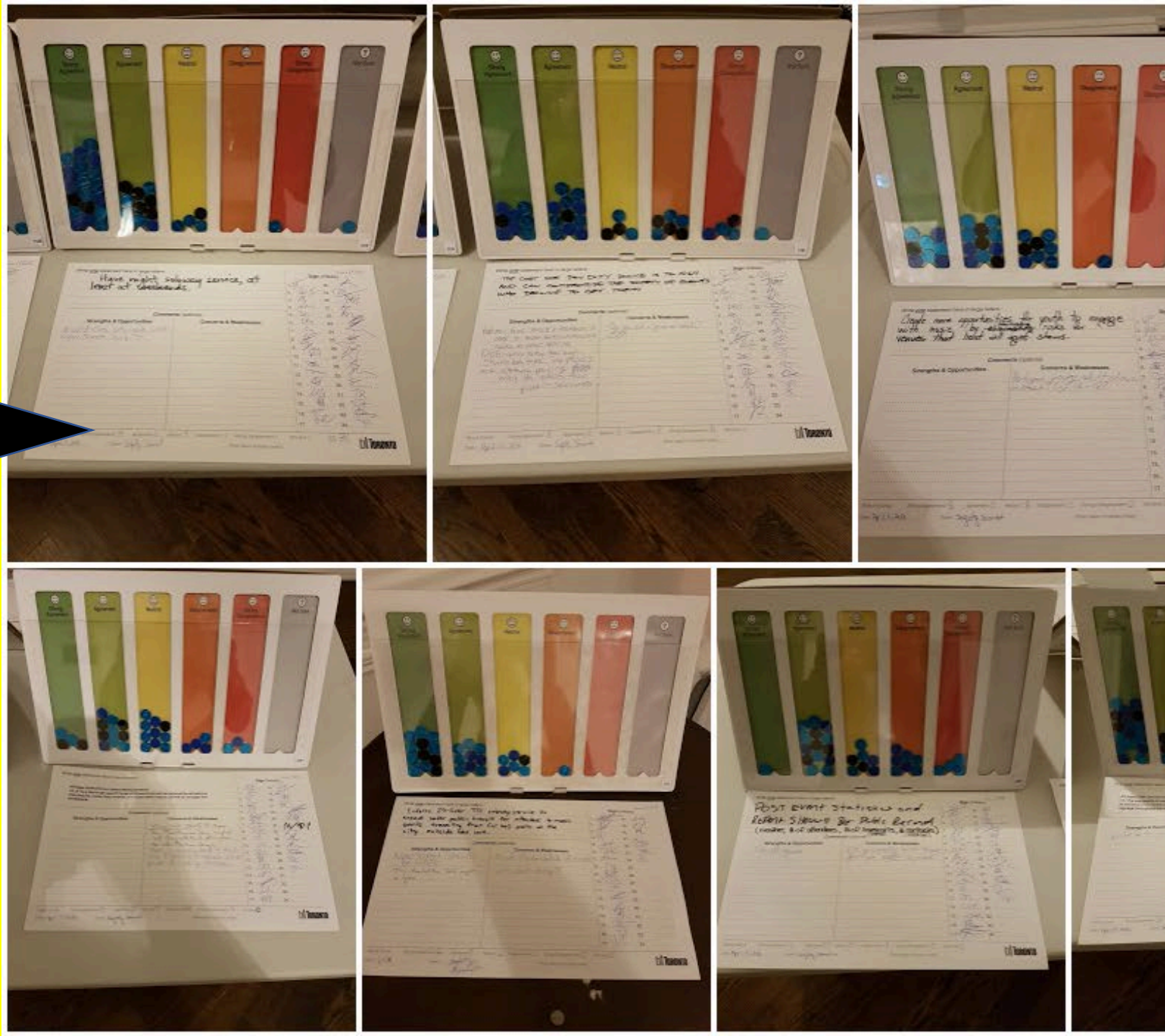
Phone:

Web:

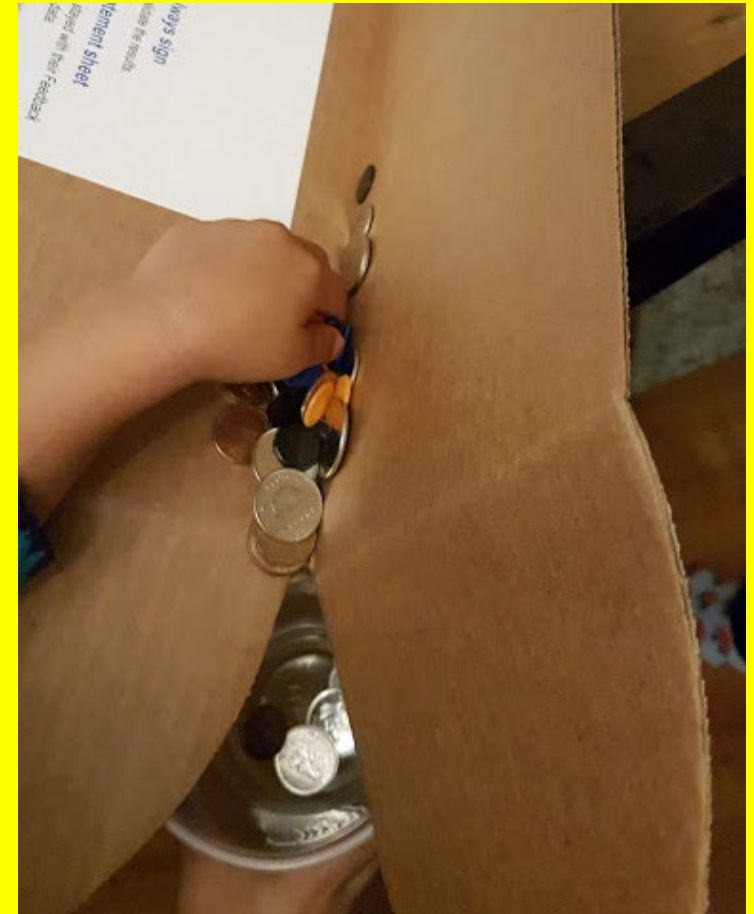
Record token counts at bottom of each sheet



Photograph each result: frame with sheet



Empty tokens in to a bin or box lid
Then pour in to your storage containers



Leave the scales
in the frames

Place all covers
back in the
envelope

Stands nest
in
stacks of three

Count 15 frames
and stands per
box



Download spreadsheet template for data-entry

feedbackframes.com/templates

B	C	D	E	F	G	H	I	J	K	L	M
Statement	Comments: Strengths & Opportunities	Comments: Concerns & Weaknesses	Not Sure	Strong Agreement	Agreement	Neutral	Disagree- ment	Strong Disagree- ment	Not Sure	Score	Controversy
			0	5	4	3	2	1	0	(mean) $\uparrow\downarrow$	(standard deviation) $\uparrow\downarrow$
We should get more holidays	* this is a comment * another point	* A negative comment	0	20	15	2	1	0	0	4.42	4.39
A good pair of shoes is very important for happiness in life			0	2	11	11	2	3	2	3.24	5.60
Yoda is the best character in Star Wars			0	3	17	4	11	2	3	3.22	6.80
Jazz music would be nice to hear in the office foyer			0	6	6	5	4	5	4	3.15	7.31
We should serve more spicy food in the cafeteria			0	10	8	2	3	10	5	3.15	9.50
Get rid of all the civic holidays			0	0	1	2	15	20	1	1.58	4.39