

What Could You Achieve if Everyone and Everything Worked Better Together?

Activity 1

Practice writing a STAR to deliver to a person you want to share positive feedback to.

1. Describe the situation/background when it was performed (Situation/Task – What/When) i.e.
 - Job responsibilities and performance goals
 - Change in work process that impacts the employee
 - Challenge in meeting a deadline

2. Describe specifically what the person said/did (Specific Action) i.e.
 - Steps taken to complete the project
 - How a project was managed
 - How the employee interacted with the team

3. Describe the specific positive results of his/her performance (Result – Why Important)

