

TOOL

The Feedback Protocol



This product is the intellectual property of Elena Aguilar and Bright Morning.
Unauthorized use, reproduction, or distribution is prohibited.

The Feedback Protocol

Purpose

This protocol provides a structured way for a group to give focused, meaningful feedback on a piece of work (such as a lesson plan, agenda, or coaching artifact). It is designed to ensure that feedback is thoughtful, equitable, and grounded in observation rather than judgment.

When to Use

Use this protocol when a team member wants feedback on a specific artifact, and you want to ensure the conversation is focused, balanced, and productive. It is especially useful when feedback conversations tend to become unfocused, overly critical, or dominated by a few voices.

How to Use It

Follow the protocol step by step, maintaining the sequence and roles. The structure is intentional: it ensures the presenter's needs are centered, creates space for individual reflection, and allows the group to engage in discussion without putting the presenter on the spot. The facilitator plays a key role in protecting the integrity of the process—ensuring questions remain clarifying (not probing), supporting equitable participation, and keeping the group aligned to the presenter's request. This protocol is most effective when participants focus on describing what they observe, connecting feedback to shared criteria or tools when possible, and engaging with curiosity rather than judgment.

The Feedback Protocol

45 min	WHAT	HOW
2	<i>Opening</i>	Facilitator reviews protocol and adjusts time as desired by presenter or as fits the group. The group may decide to spend more time on the preparation section or in the discussion. Timing also depends on how many are in the group.
5	<i>Presenter Introduces Artifact</i>	<p>Presenter frames the artifact—the lesson plan, agenda draft, video, or transcript—and offers contextual information.</p> <ul style="list-style-type: none"> • The presenter can ask for feedback or input in one area. • The presenter can ask for a tool to use—such as a rubric for assessing lesson plans, the team facilitation planning tool, or a coaching rubric.
5	<i>Clarifying Questions</i>	<p>Group asks presenter clarifying questions.</p> <ul style="list-style-type: none"> • Clarifying questions are yes–no or require very short answers. • The facilitator needs to interrupt if probing questions are asked and can remind the group that probing questions can be noted and raised during the discussion
10-20	<i>Presenter Shares Artifact</i>	Group reads agenda, lesson plan, or transcript or watches video.
10	<i>Group Reflection</i>	The group silently reflects on the presenter’s artifact and prepares for discussion. The group can use the assessment tool at this time if it was requested. It’s appropriate for group members to note questions and comments to contribute in the discussion.
18	<i>Group Fishbowl Discussion</i>	<ul style="list-style-type: none"> • Presenter moves their chair outside of the circle and can take notes if desired. • The facilitator reminds the group of the presenter’s specific request for feedback if relevant. • The facilitator opens this section by inviting each group member to share their observations of the artifact. • Following each group member’s sharing, the group can engage in an unstructured discussion. • Facilitator may take actions to ensure equity of participation.
1	<i>One Minute of Silence</i>	Group holds one minute of silence so that the presenter can collect their thoughts and return to the group.
6	<i>Closing</i>	<ol style="list-style-type: none"> 1. Presenter shares any reactions, insights, feelings about protocol or what was said; they don’t need to respond to questions that were raised in the group discussion. 2. Group reflects on process.

WHAT'S NEXT

Keep Learning with Bright Morning



Join [Leading Teams that Get Stuff Done.](#)

Confidently lead a thriving, resilient, learning team that gets stuff done.

- Build trust-based cultures where innovation flourishes and cynicism fades.
- Establish clear team purpose that aligns individual efforts toward common goals.
- Turn administrative overwhelm into streamlined systems that keep your team thriving.



And for an entire year of on-demand support, join our [Leadership Lab.](#)

Everything you need to lead a thriving team.

- Transform your thorniest team problems into clear action plans through monthly consultancy sessions.
- Walk away with ready-to-use templates and word-for-word scripts that eliminate leadership guesswork.
- Build trust, distribute leadership, and increase buy-in through strategic approaches.

Curious what this could look like for your team?
Schedule your [complimentary consultation.](#)

