**Intersession Work: between sessions 1 and 2**

Please complete the following before the next session. Note these in your journal. We will get partners in the next session. Email me with any questions or concerns jodi@orangegroveconsulting.com. This will take you around 4 – 6 hours. Feel free to use more time if you would like to detail it even further.

|  |  |
| --- | --- |
| **Area** | **Tasks** |
| 1. **Vision**
 | * Keep playing and working with your vision. Share it with those you trust and get their feedback. Add and adapt it.
 |
| 1. **Get Feedback**
 | Get feedback from 4 – 6 people who have a stake in your success. Directions on page two.  |
| 1. **Update your SWOT**
 | Using the answers to the above questions, feedback, and your vision, update your SWOT analysis.  |
| 1. **Compare with work**
 | Compare your vision, goal SWOT and values with your work’s mission, values, and objectives. Where are the gaps? Where are the matches? What does it suggest about the fit with your organization? What can your contribution be? How will this impact your ability to achieve your vision? What does this suggest? |
| 1. **Goal**
 | * Revisit your goal in the light of the new information. Is it still the most appropriate goal?
* Evaluate the impact you will have on yourself and your organization when you succeed at this goal. What impact will be visible? What will you achieve?
* If it’s not impactful or significant, change your goal.
 |

**Feedback Assignment**

The Feedback Assignment is designed for you to hear from your co-workers, managers and or reportees how they view your strengths and weaknesses. To complete this assignment,

* Choose 4 – 6 people from whom you want to receive feedback keeping your vision in mind. You can choose colleagues, managers, and/or your employees. Make sure that you will feel comfortable hearing what they have to say. Choose people who you think will give you honest, useful feedback. Choose people who have a stake in your success. Also include some people who challenge you or push your buttons so you learn from them.
* Agree that the information shared will be kept confidential (and shared in this class confidentially)
* Set out a specific time where you can meet and ensure that it is time delimited (e.g. 15, 30, 45 minutes).
* Start the feedback session by clarifying your purpose and intent. Share how you want to use this information. Remember: you want this information to help you reflect on how others see you.
* You may focus the feedback on particular areas that you feel you want to work on. It may help to use your Strengthsfinders and SWOT analysis to identify the key areas.
* You may want to have some questions handy if the person struggles with what to say. If possible, give them these questions ahead of time so that they can prepare. Their preparation will give you more useful information.
* Plan ahead of time which questions you want to ask. In addition to asking them about specific areas you could ask
	+ What are 3 behaviors or skills you think help our organization be successful
	+ What are 3 behaviors or skills you would like to see me work on and why
	+ Where do you see me in five years

A word about receiving feedback. Feedback feels scary and intimidating for many people. It can be hard to hear what others’ think about us. To help, consider this

* Feedback is a gift. They are telling you something about yourself.
* It feels personal but you are asking them for feedback.
* Remember that they think this whether you hear it or not. Isn’t it better to hear it so you can act on it?
* Ask questions only to clarify. In the moment, defensive feelings can pop up. Avoid at all costs acting on them in the moment. Breathe, focus on your feet, feel your pen, write furiously. Anything to avoid responding. Wait a couple of days, then process it. Look at it as objectively as possible. If you are still feeling emotional about it, wait longer.