



Creative Mini Workouts Library



Developed by: *Accelerate* Impact



AGA KHAN FOUNDATION

Accelerate Impact **Creative Mini Workouts**

Are you looking for a quick opportunity to practice your creative mindsets? Do you want to learn new design tools and methods but don't know where to start? Look no further! We've created a series of creative mini-workouts to help you get started with Human-Centered Design and other innovation techniques.

Each mini-workout is a quick, fun activity that will introduce you to a new tool or method of design or creative mindset. They're perfect for trying out during a lunch break or as a warm-up for a brainstorming session. We hope they inspire you to incorporate new creative practices into your work and life. We hope you enjoy these mini-workouts and find them useful in your innovation journey. Let us know which ones you try and how they work for you!



🕒 1 HOUR

Analogous Inspiration

Identify and explore new contexts to gain new perspectives on your design challenge.

YOU CAN FIND THIS CREATIVE MINI WORKOUT ON PAGE 2.



🕒 1-2 HOURS

Co-Design Something In Your Life

Leverage How Might We questions to explore opportunities and create solutions with a loved one.

YOU CAN FIND THIS CREATIVE MINI WORKOUT ON PAGE 3.



🕒 1 HOUR

Draw Your Day

Sketch your day to practice communicating complex ideas.

YOU CAN FIND THIS CREATIVE MINI WORKOUT ON PAGE 6.



🕒 1 HOUR

Reverse Prototype It!

Practice prototyping through reverse engineering your favorite smartphone app

YOU CAN FIND THIS CREATIVE MINI WORKOUT ON PAGE 7.



🕒 1 HOUR

Assumption Storming

Surface and explore the underlying assumptions you are making about a context or a problem.

YOU CAN FIND THIS CREATIVE MINI WORKOUT ON PAGE 8.



🕒 1-2 HOURS

Color Walk

Go for a walk to get inspired & notice patterns.

YOU CAN FIND THIS CREATIVE MINI WORKOUT ON PAGE 11.



🕒 1-2 HOURS

Gamify It

Create a game to teach a new idea or incentivize a new behaviour.

YOU CAN FIND THIS CREATIVE MINI WORKOUT ON PAGE 12.



🕒 1 HOUR

Photo Diary

Get a window into someone else's life.

YOU CAN FIND THIS CREATIVE MINI WORKOUT ON PAGE 15.



🕒 1 HOUR

Test your Assumptions

Practice testing your assumptions by engaging with a colleague or loved one in an activity

YOU CAN FIND THIS CREATIVE MINI WORKOUT ON PAGE 16.



🕒 1 HOUR

Feedback is a Gift

Practice giving and receiving feedback and iterating to improve.

YOU CAN FIND THIS CREATIVE MINI WORKOUT ON PAGE 18.

🕒 1 hour



Analogous Inspiration

Identify and explore new contexts to gain new perspectives on your design challenge.

Analogous Inspiration

When teams struggle to innovate, it's often because they fail to look outside their organisation for inspiration. Unlike competitive research, analogies force teams to look at radically different industries and offerings to apply a new perspective to a familiar challenge.

Here is how to use analogies:

1 Sit down with your team to discuss what aspects of your challenge you want to explore further. For example, if you are designing for medical staff in hospitals and are interested in understanding extreme time pressure or decisions where the stakes are high, consider spaces that are related to the design challenge but share enough characteristics that there could be overlap.

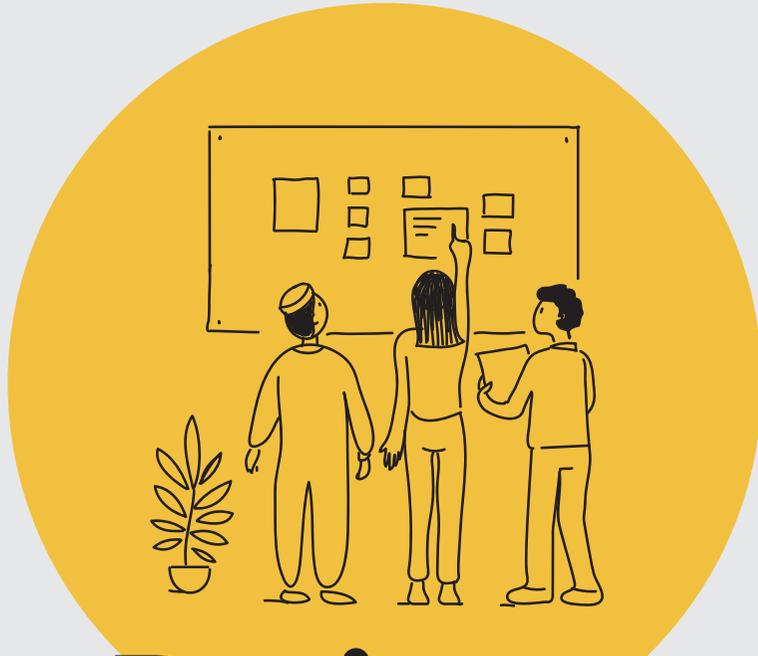
In the case of the hospital, you might explore the extreme time pressure at an airport, or for decisions where the stakes are high, a police training academy or fire station. Observe and interview people in these analogous locations.

2 Make an analogous inspiration board. Saturate a space with photos and quotes from your analogous space; this can help the team share inspiration, or bring in the analogous insight later in the process.

Project Example

Recently in a project in Tajikistan where we wanted to re-imagine a community center for youth the design team visited a successful co-working space and a cafe to understand what attracted youth to those places and what elements were creating a sense of belonging.

🕒 1-2 hours



Co-Design Something in Your Life

Leverage How Might We questions to explore opportunities and create solutions with a loved one.

Co-Design Something in Your Life

Do you have a challenge or problem at home that your family has struggled to solve? Maybe it is keeping coats and shoes tidy by the front door. Maybe it is delegating chores. Maybe it is keeping the bathroom clean. When you work together to find a solution to the problem, whatever you implement is more likely to succeed!

Co-Design using How Might We questions can help any team you are working with (be it your family or your co-workers) to frame opportunities that will drive a collaborative brainstorming process. These questions should: create a sense of shared optimism that there is an opportunity to improve the situation (the **HOW**), invite participation from the group and rally everyone around a shared goal (the **WE**), and be open-ended and generative rather than a question with one “right” answer (the **MIGHT**). These questions invite the brainstorm participants to consider many options before committing to one.

HOW MIGHT WE QUESTIONS

Instructions: First, generate a How Might We question based on the Point of View statement you wrote on the previous page. Focus on the needs you identified. Think of the large box at the top as the HMW that will meet your stakeholder's most important need (box D from last page). This can be built from your POV statement. Next, answer the prompts below and use your answers to create new HMW questions.

HERE'S HOW IT WORKS...

1. Gather as a group. Find a problem that you all face together.
2. Now, use the attached tool to create a HMW question to help your group solve the problem.
 - HMW all do our part to keep the bathroom clean?
 - HMW all remember to put away our jackets and shoes when we come home?
3. Once you have agreed upon a list of 3-5 HMW questions, prepare to brainstorm. First, share the [rules of brainstorming](#) below.
 - Defer judgement — hold off on evaluating the idea as good or bad until later.
 - Go for volume — try to come up with as many ideas as possible.
 - Encourage wild ideas — don't limit yourself! Think outside of the box!
 - Build on the ideas of others "Yes, and!" — through working together you will generate more creative solutions.
4. Now, facilitate a brainstorming process of generating many solutions to each of the HMW questions.
5. Next, as a group, select the most promising solutions. You can use the criteria of "Most likely to succeed..."
6. Lastly, pick one solution and "prototype" it. Take an experimental approach to learn about a solution before you commit for the long-term. After you have tried something out, reflect as a group on what worked well and what didn't. Use the feedback protocol: "I like, I wish, I wonder." Then, try tweaking the idea to improve it and try again. Or, move on to the next idea.

HOW MIGHT WE... (VERB THAT IMPLIES CHANGE) + (STAKEHOLDER) + (OPPORTUNITY)? 

B
D

POSSIBLE VERBS TO USE...

Help	Create	Remind	Restore	Customise
Encourage	Provide	Change	Shift	Develop
Motivate	Inspire	Increase	Ignite	Build
Empower	Incentivise	Decrease	Spark	Amplify
Educate	Prompt	Challenge	Support	Accelerate



A high-quality How Might We Question should also feel actionable and inspiring. When you read the question out loud to the team, if there are not a few ideas that you generate quickly then it might need some more iteration to refocus on the stakeholders, the opportunity, and the verb that will help you achieve the change you want. Return to the worksheets to guide the work.



Avoid How Might We questions that are too vague or lack a specific stakeholder. Focus on human-centred questions that seem actionable and inspiring for the team.

🕒 1 hour



Draw Your Day

Sketch your day to practice communicating complex ideas.

Draw your Day

Practice your new sketching skills to communicate the interconnected parts of your day as one drawing.

Here's how it works:

- 1** Start by watching the wonderful TED talk by Tom Wujec called, "Got a wicked problem? First tell me how you make toast."
 - Have between 5-13 links and nodes in your drawing.
 - Try drawing things in different ways. Be Iterative.
 - Synthesize your drawing to communicate insights.
- 2** Your daily routine is an interconnected set of actions, events, and environments. Use the lessons from Draw Toast to communicate your day.
- 3** Consider what you might learn from drawing such a complex system like your daily routine. How might you use these lessons to draw new ideas or communicate something visually to your team?

Tips

If your whole day is too much information, consider focusing on just your morning routine or a single meeting.

Remember that practice is never perfect. So have fun.

🕒 1 hour



Reverse Prototype It!

Practice prototyping through reverse engineering your favorite smartphone app.

Reverse Prototype It!

In this mini workout, use the wireframe attached to sketch out the experience of using your favorite smartphone app. Then use the wireframe to sketch out a possible improvement to the app.

Here's how it works:

- 1** Open your favorite app on your smartphone.
- 2** Sketch out the first screen that you see on **Template #1**. Include logos, images, buttons, menus, search fields and boxes for entering text. Consider how the user navigates to the next screen.
- 3** Move to the next screen. Sketch out the next screen that you see on **Template #2**. Include logos, images, buttons, menus, search fields and boxes for entering text. Consider how the user navigates to the next screen.
- 4** Move to the next screen. Sketch out the next screen that you see on **Template #3**. Include logos, images, buttons, menus, search fields and boxes for entering text. Consider how the user navigates to the next screen.
- 5** Now, review the three wireframes you sketched out. Is there an element of this app that you would like to change or add? Identify where in the app you want to make the change or add the new element and sketch it into the wireframe with a pen of a different color. Use **Template #4** if needed for your addition.
- 6** Finally, share your iteration of the app with another person and get their feedback.

🕒 3-4 hours



Assumption Storming

Surface and explore the underlying assumptions you are making about a context or a problem

Assumption Storming

It's human nature to make assumptions about a situation – we are wired to draw from previous experiences, assess a situation and make predictions about what we think is going on. But, sometimes our assumptions prevent us from seeing the underlying causes of a problem and keep us from creating the most effective solutions.

Assumption Storming can help a team to identify the assumptions they are making and explore those assumptions to gain clarity about what is really going on.

Here is how to facilitate an **Assumption Storm**:

- 1** Select a specific project you are working on right now. If you are working on a team, gather them together.
- 2** Now, brainstorm all the assumptions you and your team might be making about the project, the problem you are trying to solve and the community you hope to serve.
- 3** Next, identify which of these assumptions you and your team are least certain are true.
- 4** Use the attached Prototyping tools to test those assumptions through engaging stakeholders to get their perspective on the problem.

WHAT IS A PROTOTYPE?

Instructions: As a part of the work of developing your idea, you are going to create low-cost, low-time investment prototypes to test the assumptions you are making and get feedback from stakeholders. Use this resource to understand the best approaches to designing prototypes.

1. DESIGN A PROTOTYPE

- **Prototypes are quick experiments designed to test the assumptions behind the idea you generated.** Your goal is to learn more about your idea, not to validate your idea as correct.
- **Good prototypes ask specific questions and create activities to help you find the answers to those questions.**
- **Good prototypes do not require a lot of time investment to prepare.** When designing your prototype, think of all the ways that you can test your assumptions without spending a lot of time planning and preparing.
- **Good prototypes do not require a lot of money.** When designing your prototype, think of all the ways you can test your assumptions without spending a lot of money or using a lot of resources.
- **Good prototypes are small.** Here's an example: if you want to test a prototype of a 100 person event, start by throwing a party for ten. Eventually you will need to make your prototypes closer to the size of the full implementation of the idea, but in the beginning test those assumptions with a small group. If you want

to create a solution for an entire grade level, start with engaging three or four students. Then test the solution with a whole class. Then move to testing the solution with the entire grade level.

- By starting small to test assumptions and get information about whether your idea will meet the need of the stakeholder, you are giving yourself room to have an idea fail or need major changes before you proceed. When you launch an initiative at scale, you have less room to pivot or change course.
- **Good prototypes should not feel risky.** By starting small, you are engaging a group of trusted individuals to give you honest feedback before you scale your idea to the whole group.
- **Good prototypes take place in the real world.** Instead of mocking up an idea, take your small scale prototype to real stakeholders to try out.
- **Prototyping is different than piloting an idea.** Prototyping is about answering questions about the idea itself and how it will impact the stakeholder. Piloting is about figuring out how an idea will work once it is at scale.

ONLINE STRATEGIES

- Testing prototypes in person is preferred. However, if you are not able to connect with your stakeholders in person, think about the tools you have for connecting (phone, video conference, etc.).
- Based on the tools you have to reach your stakeholders, design an experience for your stakeholders to test your idea. Get creative with the advantages of these tools to test specific assumptions you are making.
- While your prototype might not be able to approximate an in person experience, you can still test the assumptions you are making.



Prototyping in person and prototyping in an online environment require different strategies. Use the resources here to design your approach.



Remember that good prototypes are designed to answer specific questions while not requiring a lot of time or money to complete.

TYPES OF PROTOTYPES

Instructions: Prototypes can take many forms. Below are several strategies for building prototypes and testing ideas. Online strategies are also included for each form.

2. PROTOTYPING STRATEGIES



DIAGRAMS

Diagrams are a great way to visualize a complex system and describe how it works. Try creating a diagram of a solution (people, resources, organizations, actions, etc.) and sharing it with a stakeholder to discuss.

Online Prototyping Strategies

Testing a **diagram prototype online** works much like testing a diagram in person. Be sure to have a digital version of your diagram (a slide deck, MURAL board or a photograph of a hand-drawn diagram) Connect via video conference, share your screen, review the diagram and then discuss. If you are using a MURAL board or other collaborative platform, invite the stakeholders to make additions or changes.



MODELS

Models provide the design team with a great opportunity to explore the form and function of a solution. Making a model is an interactive way for stakeholders to engage with the idea in a more tangible way. Build your model with cheap materials and scale it down if the solution is large (like a building). Then, put it in the hands of your stakeholders and discuss.

Online Prototyping Strategies

Testing **models online** can be challenging. Push your team to think of creative ways to share your model digitally. Take photos or video of your team using and exploring the model. Share those with the stakeholders during a video conference and then allow the stakeholders to ask questions. Further demonstrate the model based on the questions from stakeholders. Then, discuss and debrief.



MEETINGS

Meetings are an effective prototype when your solution is related to an event, a classroom experience or some other interaction between two or more people, designing a small meeting as a prototype can be helpful. Create the invitation to the meeting (including an explanation of the objectives of the meeting), create the agenda, any handouts or other materials, etc. Then hold the meeting, complete the activities and debrief the experience at the end.

Online Prototyping Strategies

Testing a **meeting prototype online** functions similarly to testing a meeting prototype in person. Be sure to take into consideration the context of meeting online and how to design for that context while meeting the larger objectives of the prototype. Then, schedule your online meeting, host the meeting and debrief afterwards.



This is not an exhaustive list -- if your team comes up with other formats for prototypes, that's great!



Whatever form your prototype takes, be sure that it is low-cost and low-time investment!

TYPES OF PROTOTYPES

Instructions: Prototypes can take many forms. Below are several strategies for building prototypes and testing ideas. Online strategies are also included for each form.



ADVERTISEMENT

Using **advertisements** to gauge interest in a product, service or experience can be a helpful, quick way to get important feedback from stakeholders. Simply create a paper advertisement, an audio advertisement or a commercial for television and then share it with stakeholders. Be sure the advertisement contains all the essential information needed for the stakeholder to determine their interest. Then, debrief with the stakeholder to ask them if they would be interested in purchasing or participating in this solution.

Online Prototyping Strategies

Testing an **advertisement prototype** online functions similarly to testing a meeting prototype in person. Share your advertisement prototype via email and/or while sharing your screen during a video conference and then debrief with the stakeholder about their interest in the solution.



WIRE FRAME

Creating **wire frames** is a common practice for graphic designers and web/app developers. Creating wire frames is a quick way to visually map out the interface or interactions of a digital product. Include sketches of landing pages, instructions and buttons and show the connections. Then, have the stakeholder "interact" with the paper wire frame and give feedback.

Online Prototyping Strategies

Testing a **wire frame prototype online** functions similarly to testing a wire frame prototype in person. Share the digital version of your wire frame (slide decks, pictures, etc.) via email and/or while sharing your screen during a video conference and then debrief with the stakeholder about their interest in the solution.



TOOL RESOURCE

Creating a **tool or resource prototype** can help the stakeholder understand how it will support their experience. Instead of creating a complete resource, try creating a Table of Contents or a sample tool to share. Ask the stakeholders to use the tool or resource and then debrief to get feedback.

Online Prototyping Strategies

Testing a **tool or resource prototype online** functions similarly to testing a tool or resource prototype in person. Share the digital version of your tool or resource (slide decks, pictures, etc.) via email and/or while sharing your screen during a video conference and then debrief with the stakeholder about their interest in the solution.



This is not an exhaustive list -- if your team comes up with other formats for prototypes, that's great!



Whatever form your prototype takes, be sure that it is low-cost and low-time investment!



SELECTING THE BEST PROTOTYPING STRATEGY

Instructions: Now that your design team has sketched out a variety of possible prototyping strategies, discuss which strategy will be most effective for testing your priority assumptions. Use the tool below to reflect on what you are going to test and why it will help you learn about your idea.

We believe that...
(solution)

Will create better outcomes for stakeholders because...
(assumption)

In order to test that assumption, we are going to try...
(prototype strategy)

After we test our prototype, we need to ask the stakeholder about...



You may want to select one or more prototyping strategies.



Work together as a team to come to a consensus about the best strategy or strategies and why. If your team is struggling to come to a consensus, try completing the activity individually first and then share with the group.

🕒 1-2 hours



Color Walk

Go for a walk to get inspired & notice patterns.

Color Walk

Looking for inspiration? Need a break to get re-energized? Feeling stuck in a project? Try going on a **Color Walk** to shift your perspectives and get inspired! This activity is inspired by an activity created by author William S. Boroughs.

Here's how it works:

- 1** Set aside an hour where you can go on a walk around your home or office without being interrupted. Don't take a call! Just focus on your walk.
- 2** Before you step outside your door, choose a color. It might be your favorite color or a color that speaks to you. Blue for blue skies. Green for nature. Red for heat.
- 3** Set a timer for 30 minutes. Step outside your door and look for the color you chose. Every time you see an instance of that color take a picture with your phone. Let the color guide you on your walk. Notice patterns.
- 4** When your timer goes off, choose another color and turn back in the direction of your home or office.

Reflection

- What patterns did you notice when you were looking for your color?
- How was the experience of letting yourself wander with no destination in mind? How did it make you feel?
- Did you have any new ideas during the Color Walk? Did you gain any new perspectives? If so, how does this relate to your work?

🕒 1-2 hours



Gamify It

Create a game to teach a new idea
or incentivize a new behaviour

Gamify It

Do you have a challenge or problem at home that your family has struggled to solve?

Maybe your challenge is around reminding your kids to clean their rooms and do their chores. Maybe your challenge is around planning and cooking a healthy meal.

Do you have a challenge or problem at work that your team has struggled to solve?

Maybe your challenge is tracking expenses and submitting expense reports. Maybe your challenge is around training staff on a new procedure or technical approach.

In this mini workout, use the format of a game to create an interactive and fun way to teach your family or your team a new skill or topic.

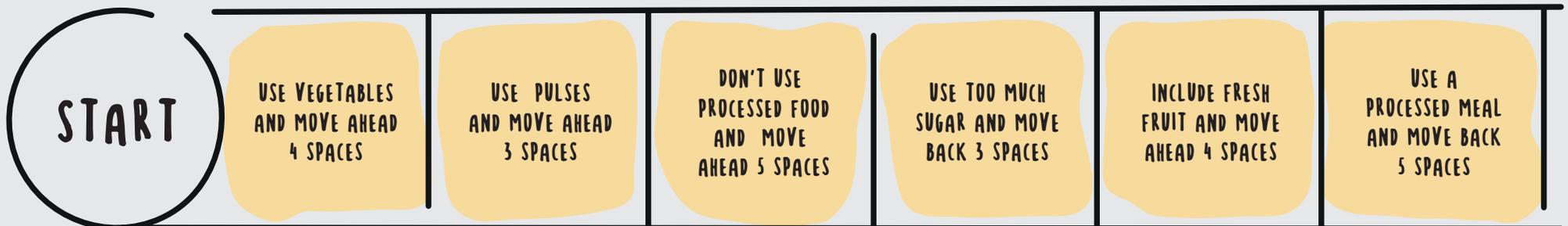
GAMIFY IT

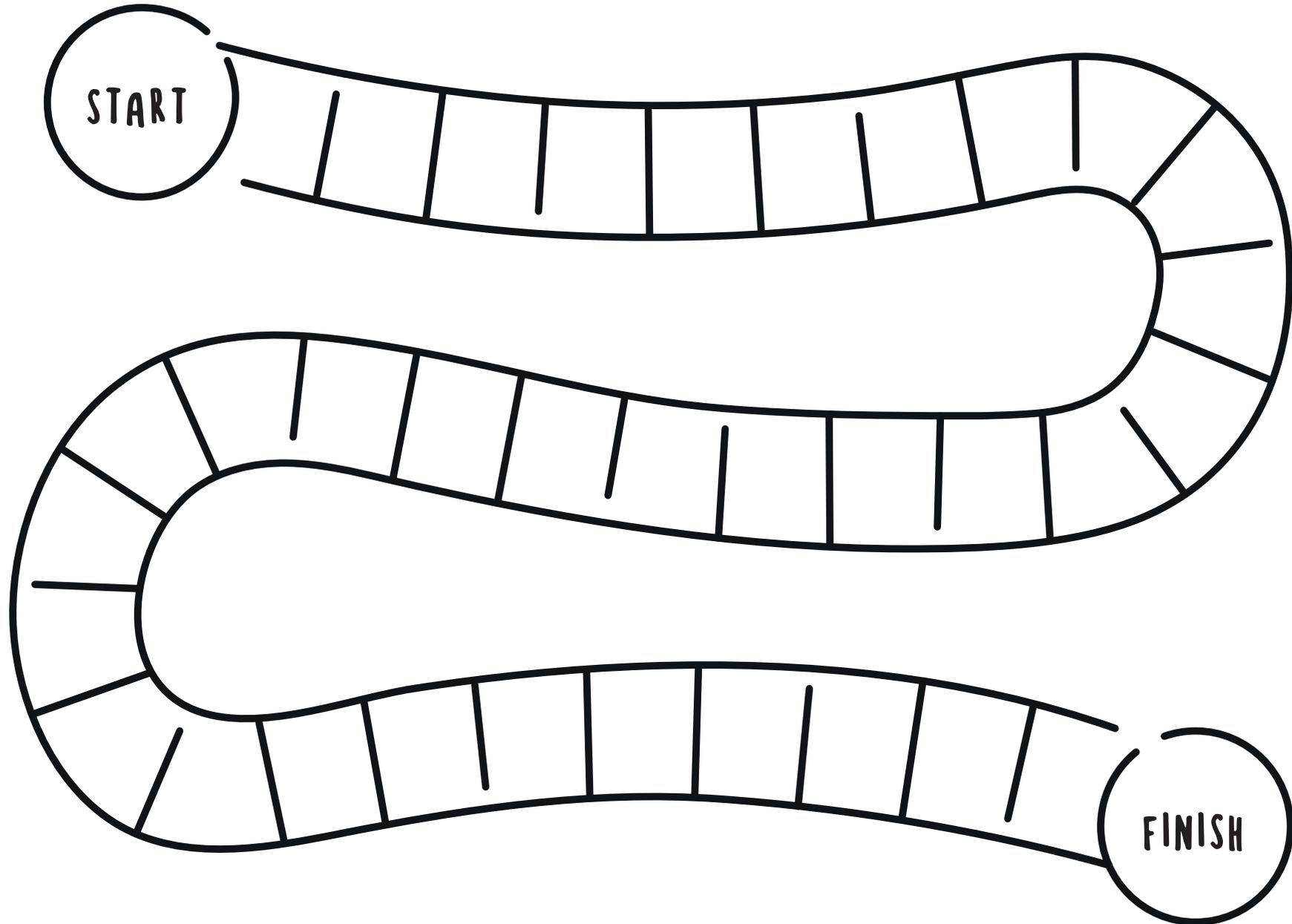
INSTRUCTIONS

HERE'S HOW IT WORKS...

1. Gather as a group. Find a problem that you all face together.
2. Now, use the attached game board to map out different moves in the game.
 - Use some of the squares to represent new facts to know or new activities to try.
 - Use some of the squares as negative actions to encourage new thinking or incentivize different behaviors. Review the example for ideas.
 - Complete all the squares.
3. Now, you are ready to play! Gather pebbles, coins or game pieces to help each player track their progress across the board.
4. For each player's turn, use either a dice or a random number generator (1-6) on your computer or smartphone to help each player roll and move across the squares on the gameboard. Have each player take the action of the square they land on.
5. When one team lands on the FINISH square, your game is complete!
6. Now, debrief what the players learned about the topic you chose.
 - How did playing a game help the players learn something new?
 - Will their approach to the topic or problem be different after playing the game?

EXAMPLE | HEALTHY MEAL PLANNING GAME





🕒 1 hour

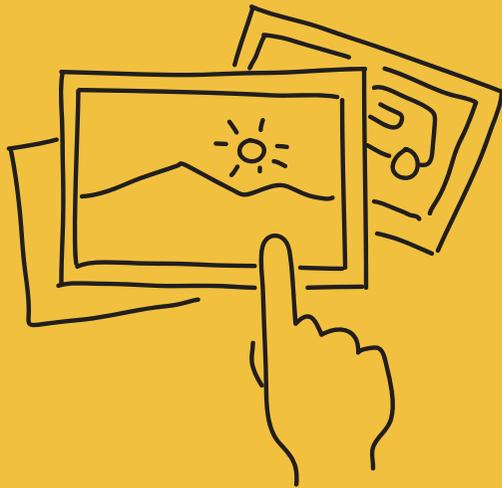


Photo Diary

Get a window into someone else's life.

Photo Diary

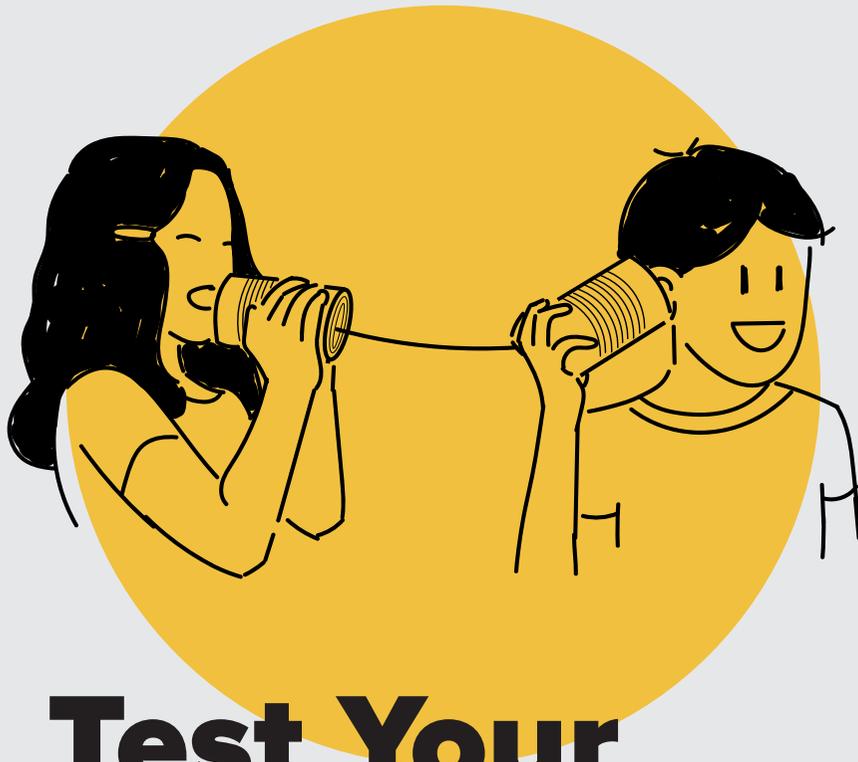
Gain access to the parts of someone's life you might not otherwise see by having them keep a photo diary for a few days or weeks.

- 1** Decide what you want to learn about your user, and create prompts for what you want them to capture. Try to anchor your prompts around emotions:
 - Take a photo of the hardest part of your morning.
 - Take a photo of the most delightful part of your day.
 - Take a photo of your most trusted friend.
- 2** Recruit 3-5 people and send them your prompts. They can take the photos with their phones or you can give them disposable cameras depending on the context.
- 3** Review the photos together. Ask them to tell you stories about the photos they took. Take notes of the angles, subject matter, and context. Did you notice any patterns? What did you learn about their preferences or emotions?

Project Example

For a teen health project in Ethiopia, we gave young women polaroid cameras so they could capture their daily life and hopes for their future.

🕒 1 hour



Test Your Assumptions

Practice testing your assumptions by engaging with a colleague or loved one in an activity

Test Your Assumptions

In this Mini Workout, you are going to surface assumptions you are making about a specific task by writing down the instructions for accomplishing that task. Then, you are going to test your assumptions by giving your instructions to a colleague or loved one. By observing the actions they take based on the instructions you wrote, you will be able to identify ways to improve your instructions for the next time.

TEST YOUR ASSUMPTIONS

INSTRUCTIONS



HERE'S HOW IT WORKS...

1. Choose a simple, every day task. For example:
 - Tying your shoes;
 - Making toast;
 - Make a copy on the copy machine;
 - Washing a dish;
 - Open a window;
 - Folding a button up shirt.
2. Reflect on all of the steps required to complete this task, from beginning to end.
3. Write down specific instructions, step-by-step, for completing this task.
4. Now, give a colleague or loved one and ask them to complete the task by following the directions you wrote **exactly**. They are not allowed to skip steps or complete actions that are not described in the directions, even if it means they are unable to complete the task successfully. When one team lands on the FINISH square, your game is complete!
5. Watch your colleague or loved one attempt to complete the task using your instructions. Take note of any time that the person is confused, struggles to complete a step or is unable to complete the task. The person cannot ask questions and you may not speak to them.
6. Once the person has finished their attempt to complete the task based on your instructions (whether they were successful or not), debrief with them. Ask them which instructions were helpful and which were confusing. Follow up to understand more. Did the person get lost or were they unable to complete the task? Why? What gaps were there in the information you wrote down.
7. Ask the person to help you improve the directions.
8. Reflect on the assumptions you were making when you wrote your instructions. How did those assumptions prevent your colleague or loved one from completing the task? What did you miss when you were

thinking through the steps of completing the task? How do you know you missed them?

9. What does this exercise help us understand about the value of testing our assumptions through quick, low resolution prototypes? What do you think you learned that was different from what you might have learned if you had just asked the person to edit your instructions? Why do you think there is a difference?
10. **BONUS:** Take a few minutes to iterate and improve your instructions based on what you observed and heard from your colleague or loved one.
11. Repeat the process of testing your instructions with either the same person or a new person. Complete steps 1 through 9.
12. **DOUBLE BONUS:** Search on the internet for instructions on how to complete this task. Compare the instructions online with your instructions. What is different? What is the same? Where do you think the author might have missed information that will make it difficult to complete the task?
13. Predict where a person might get confused or have trouble completing the task.
14. Repeat the process, instead testing the instructions from the internet with either the same person or a new person. Complete steps 1 through 9.
15. Were the predictions you made true? Why or why not? Were there gaps you didn't realize until you observed your colleague or loved one attempting to complete the task?
16. Reflect again on what this exercise helps us understand about the value of testing our assumptions through quick, low resolution prototypes. What do you think you learned that was different from what you might have learned if you had just asked the person to edit your instructions? Why do you think there is a difference?

🕒 1 hour



Feedback is a Gift

Practice giving and receiving feedback and iterating to improve

Feedback is a Gift

Leveraging critical feedback in order to improve is a skill. In this mini workout, you'll have the chance to practice giving and receiving feedback. Then, you will have the opportunity to respond to that feedback in a next iteration.

Here's how it works:

- 1** | Find a partner. This could be a colleague, a friend or even your child!
- 2** | Grab four pieces of paper and two pens.
- 3** | Watch the short movie, [Austin's Butterfly](#).
- 4** | Pick an object nearby to draw.
- 5** | Set a timer for 2 minutes. Each person should draw their own sketch of the agreed upon object.
- 6** | When the timer goes off, the first person will share their drawing and the other person will give them feedback, both positive and critical. Reset a timer for 2 minutes.

This can be uncomfortable, depending on your cultural background and personality. One framework that helps is the following:

- **I like...** What was good about the drawing? What did you enjoy? What makes it strong?
- **I wish...** What needs to be improved about the drawing? What are aspects that are inaccurate or confusing?
- **I wonder...** What suggestions do you have to help improve the drawing?



FEEDBACK IS A GIFT

INSTRUCTIONS AND TIPS

7 | When the timer goes off, switch partners and have the second person give feedback to the first.

8 | Next, ask each person to draw another version of the object, taking into consideration the feedback they received. Set a timer for 2 minutes.

9 | Come back together and share drawings.

10 | Now, reflect together about what you learned from this exercise.

- What was it like to give positive feedback?
- What was it like to give critical feedback?
- What was it like to get positive feedback?
- What was it like to get critical feedback?
- What was it like to make a new iteration?
- Do you think your drawing improved in the second iteration?

TIPS FOR HOW TO GIVE FEEDBACK

Do you feel nervous when you are asked to give your colleague or loved one feedback on something they have been working on? These best practices can help you feel more confident giving feedback. You are critical to their success -- they need your best thoughts and ideas!

When giving feedback, it is important to share your thoughts carefully in order to best help the person get the most out of what you have to say.

HERE ARE SOME CONSIDERATIONS WHEN GIVING FEEDBACK:

- **Be specific.** Use the Innovation Rubrics and the Presentation Rubrics to evaluate the presentation based on specific criteria. Give detailed examples of what can be improved.
- **Be kind.** Remember that the person who you are giving feedback has worked hard on their presentation. Be thoughtful about how you deliver the feedback so as not to hurt the person.
- **Be aware.** Be sure you understand how much time the person has to make changes to their presentation. Does the person have a month to iterate? Is the person presenting in 10 minutes? Make your feedback align to that context.

TIPS FOR HOW TO RECEIVE FEEDBACK

Receiving critical feedback can be an unpleasant experience. Sometimes we might even feel frustrated or defensive. We need to remember that receiving critical feedback is a gift -- the person giving you the feedback is trying to help you improve. Learning how to receive critical feedback is an essential skill that can be learned. The better we are able to receive feedback, the more we are able to grow!

HERE ARE SOME CONSIDERATIONS WHEN RECEIVING FEEDBACK:

- **Be open.** Listen carefully to the feedback you are receiving and be open to everything. Try hard not to respond or explain why you made a certain choice.
- **Be selective.** Reflect on the feedback you received. While you should be open to all the feedback you receive, ultimately you have to decide which feedback you are going to respond to and which you are not. Think about the goals you are trying to accomplish in order to help you make those decisions thoughtfully.
- **Be grateful.** Be sure that you thank the person for their time and thoughts. Giving good feedback takes concentration and effort and we want to thank the people in our lives for their help with making what you are working on great.



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