# Trendie

**FEEDBACK AND RECOGNITION FORM**

This consolidated table is intended to record detailed feedback and recognition for team members. It includes sections for feedback, specifying actions required, and formal recognition of achievements. This integrated approach ensures a holistic view of each team member's performance and contributions, providing a balanced perspective on areas of excellence and opportunities for development.

| Date | Team Member | Feedback | Action Required | Contribution/ Achievement | Recognition |
|------|-------------|----------|-----------------|---------------------------|-------------|
|      |             |          |                 |                           |             |
|      |             |          |                 |                           |             |

**Usage Instructions**

Follow these simple steps to complete the Feedback and Recognition Form effectively:

- **Enter the Date:** Start by entering the date when the feedback or recognition is being recorded.
- **Enter the Team Member's Name:** Fill in the name of the team member for whom the feedback or recognition is intended.
- **Provide Detailed Feedback:** In the 'Feedback' section, describe the specific behaviours, outcomes, or areas of performance observed. Include any impact on team dynamics or project results.
- **Specify Actions Required:** If any actions are needed, detail them in the 'Action Required' section. Outline steps for the team member to take, the support the organisation will provide, and set a timeline for follow-up.
- **Describe Contribution or Achievement:** In the 'Contribution/Achievement' section, highlight any specific contributions or achievements made by the team member. Include the context, impact on the team or organisation, and any exceptional qualities demonstrated.
- **Detail the Recognition Given:** In the 'Recognition' section, note the type of recognition provided. This could include verbal praise, a formal commendation, or any other form of acknowledgment that aligns with the organisation's recognition practices.
- **Review and Update as Needed:** Periodically review the form to ensure all feedback and recognition are up-to-date, and update any sections if new actions or recognitions arise.