

REVIEW Tool

R - Reassure and Re-integrate

E - Establish focus

V - Visit through questions

I - Invite feedback

E - Emphasise key points

W - What was learned?

	Stages	Comments	Sample statements or questions
R	Reassure and re-integrate person (e.g. coach, coach developer) back into group	Reassurance (e.g. "Well done, I loved your energy") must be honest (authentic)	"Thank you, John, I really like the way you ..." "Thanks Janet, it was great the way you ..." "Thanks John, you did really well when you ..."
E	Establish focus on the objectives	Objectives for the person and group	"What did you want to achieve in the session yourself?" "What did you want the group to be able to achieve by the end?"
V	Visit through questions	What went well? For what reason? What went less well? For what reason?	"In trying to achieve your objectives, what went well?" "What else went well?" "What were you happy about?" "What were you less happy about?" "What about ... how did that go?" "If you had a chance to do the session again, what would you do differently?" "Did anything not go to plan?"
I	Invite group to provide feedback	Do in a structured way and add own input; positive orientation first, development orientation second	"What else do you think John did well?" "What did you enjoy about Janet's session?" "What else do you think John could have done?" "Is there any way Janet could have done anything differently?"
E	Emphasise and summarise key points from feedback	You will need to have been actively listening to feedback during 'I' above!	"There were lots of useful ideas there - let me try and summarise them for you ..." "There were lots of useful ideas there - here are the key points I heard ... do you have any to add?"
W	What have you learned? What will you do now?	Get person to identify specific learning and action for next time	"So, what are one or two things you will take from today's session and apply next time?" "What's the key learning you will take away today and how will you apply that next time?"