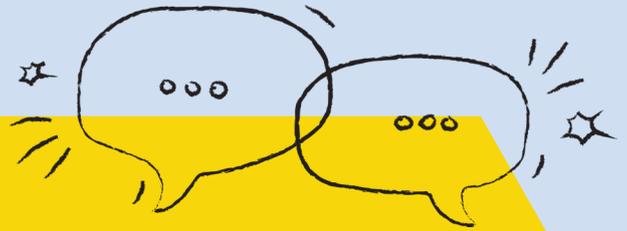


FEEDBACK LOOP TEMPLATE



This two-step template supports you to create and maintain a feedback loop with the young people you're engaging with.

Before meetings: Send out the feedback loop form to gather initial input from participants. This ensures they have time to reflect and share thoughts ahead of discussions.

During meetings: Use the 4Ls framework as a fun way to facilitate open conversation about the feedback gathered. Encourage participants to share honestly and collaborate on solutions.

After meetings: Update the feedback loop template with key points from the meeting, noting actions and next steps to address any concerns or ideas raised. Share this with the young people involved.

1. FEEDBACK LOOP

Use the below as a guide to collect and respond to feedback from young participants systematically, ensuring their insights shape the engagement initiative.

Date of feedback: *[Insert date]*

Participant: *[Name or group]*

Feedback: *[Insert feedback]*

Response: *[How will you address this feedback?]*

Next steps: *[What follow-up action will be taken?]*

Keeping in touch: *[Provide options for how young people can stay in touch with the Office for Youth, or individual departments. You may like to ask them if they have any ideas for how they'd like to stay engaged with government.]*

2. COLLABORATIVE MEETING TEMPLATE: 4Ls APPROACH

The below questions encourage meetings to reflect on the progress of the initiative, using a structured approach to foster open discussion.

What are you Loving?

Identify aspects of the project or collaboration that participants enjoy or find valuable.

What are you Loathing?

Highlight any challenges or frustrations participants are experiencing.

What have you Learned?

Reflect on lessons learned so far in the project and personal growth from the engagement.

What are you Longing for?

Explore new ideas or improvements participants would like to see moving forward.