**FEEDBACK LOOP COMMUNICATIONS TEMPLATE**

[INSERT Your organization name and logo]

[Title of Engagement]

Thank you for participating in the [date] session hear your perspectives and feedback about [subject]. Below are the themes we heard, with next steps and actions.

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| --- | --- |
| **Title of engagement:** | [Fill in] |
| **Description:** | [Fill in] |
| **Date and location held:** | [Fill in] |
| **Hosts/leaders** | [Fill in] |
| **Participating stakeholder groups** | [Fill in] |
| **Objective/Goals of the engagement**: | [Fill in] |
| **Level of Engagement sought (IAP2)** | [Fill in] |

**WELCOME!**

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| **WHAT WE HEARD** |

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| --- | --- |
| **THEME 1:** [Summarize] | **Takeaways:**   * [Fill in] * [Fill in] |
| **THEME 2:** [Summarize] | **Takeaways:**   * [Fill in] * [Fill in] |
| **THEME 3:** [Summarize] | **Takeaways:**   * [Fill in] * [Fill in] |

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| **WHAT WE LEARNED** |

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| **USEFUL STRATEGIC INSIGHTS**   * [Fill in] * [Fill in] * [Fill in] |

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| **IN YOUR WORDS: PARTICIPANT REFLECTIONS** |

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| --- | --- |
| * [Fill in direct quote] * [Fill in direct quote] | * [Fill in direct quote] * [Fill in direct quote] |

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| **HOW WILL YOUR FEEDBACK BE USED? ACTIONS & TIMELINE** |

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| **How will your views and feedback be used to influence the decision?** | [Fill in] |
| **What specific feedback will be actioned?** | [Fill in] |
| **Was a decision was reached? If so, what and when and by whom?** | [Fill in] |
| **If not, what will be the process and when (timeline)? Next steps?** | [Fill in] |

**CONTACT US!**

If you would like to provide additional perspectives on this engagement, please contact: [Fill in]