

# Manager Feedback Form Sample: Team Communication Skills

Use this **manager feedback form** sample to effectively assess and enhance your team's communication skills. It provides structured questions that encourage constructive input, helping managers identify strengths and areas for improvement. This tool fosters open dialogue and supports professional growth within the team.

Employee Information

Employee Name:

Review Period:

Communication Skills Assessment

1. Clarity in communication (verbal & written):

Excellent  Good  Average  Needs Improvement

2. Listens actively and attentively:

Excellent  Good  Average  Needs Improvement

3. Provides constructive feedback to team members:

Excellent  Good  Average  Needs Improvement

4. Collaborates effectively with colleagues:

Excellent  Good  Average  Needs Improvement

Comments & Suggestions

Strengths:

Highlight strengths in team communication...

Areas for Improvement:

Suggest ways to improve communication...

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