Feedback Planner

Consider the feedback conversation opportunity you are preparing to have and complete the questions below to clarify your thoughts about the situation.

Who is the intended feedback recipient?

What is your desired outcome for the conversation?

What assumptions are you making about the person(s) and/or the situation as you consider the conversation?

FEEDBACK MODEL

Your intention

What is your intention in providing the feedback?

Asking Permission

What might you say to gain permission to offer feedback?

Sharing your intention

How will you communicate your intention? (the actual words)

Providing specific observations

What facts or data do you have to share?

Describe the impact

What are the implications of the behavior you described? What is the main effect you want to communicate?

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