

Preparing For Your Feedback Exchange

<p>Who is the Person you want to provide Feedback to?</p>	
<p>How will you open the conversation? What is the topic of the feedback?</p>	
<p>Describe behaviour observed</p>	
<p>Describe or ask about the impact of behaviour</p>	
<p>Describe or ask about the goal - the expectation - the desired impact</p>	
<p>Describe or ask about the specific change they will commit to going forward</p>	
<p>Summarize or ask them to summarize the follow-up point</p>	