

Feedback Planning Tool



Worried that you'll start to give feedback, your mind will go blank, or you'll start to feel emotional? The best way to feel confident, calm, and ready for anything is to plan!

Plan it!

My Objective: What I hope to achieve by giving this feedback.
Situation: The specific situation I will address.
Behaviors: The specific behaviors demonstrated in this situation.
Impact: The impact of this behavior on me and/or others.
Specific Examples: The examples that support what I will share.
Questions: Questions I will ask to learn more about the other person's perspective.
Potential Reactions: My plan to address potential reactions I anticipate.