

Team member name: _____ **Date of feedback:** _____

Preparation

Record your observations and thoughts below to help you prepare to give a team member feedback.

Situation:

Behavior:

Impact:

Reflection

After you have given the team member your feedback, use the space below to reflect on how it went, and how you might develop your feedback skills further.

What went well?

What didn't go so well?

What could I do differently in future?