

# Giving Feedback Checklist

Before you tackle a tricky feedback conversation, run through the following checklist to check that you are fully prepared. If there are any areas that you haven't thought about yet, consider whether you should address these before having the conversation. If you have considered every item, congratulations you can have your conversation with confidence!

	YES	MAYBE	NO
I know what I'm trying to achieve by giving this feedback (e.g. what new behaviour I want to see, not just what I want them to stop!)			
I'm clear what wanting to give this feedback tells me about my own attitude and beliefs.			
I've thought through possible emotional reactions (including my own) and how I will respond to them.			
I'm clear on the facts, I may have some questions but I haven't made any assumptions.			
I'm prepared to ask questions and listen, not just give information or instructions.			
I've chosen a suitable time and place to give the feedback (this is particularly important where people are working from home).			
I'm feeling calm and able to take a balanced approach to the conversation.			
I've planned time to document the conversation, and follow it up if necessary.			
I have a clear structure to follow for the conversation so that it doesn't get derailed.			
If I'm stressed, I know who can offer me support and things that help me feel relaxed e.g. going for a walk.			