

FEEDBACK PLANNING WORKSHEET

Instructions: Preparation is key to effective feedback discussions. Use the following questions to prepare.

The Six Dimensions: Focused on Behavior, Timely, Candid, Specific, Brief, Business Rationale

The Feedback Mastery Process: Observe, Classify, Prepare, Engage, Manage, Follow-Up

Describe the Feedback opportunity?

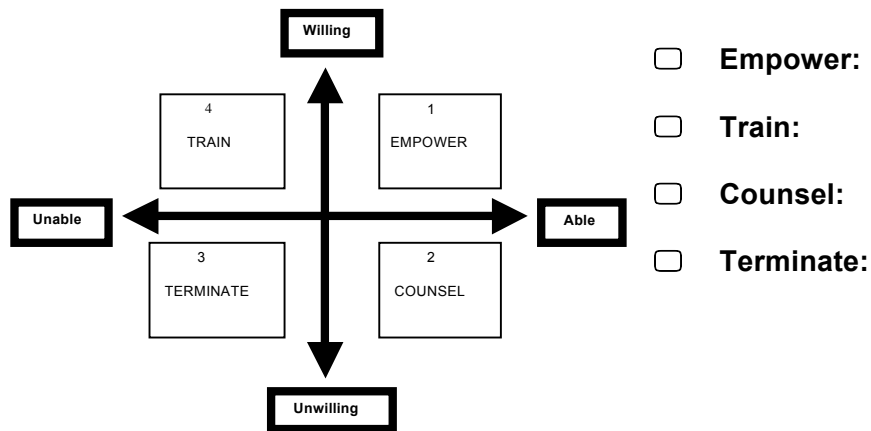
What is the constructive purpose (what is the positive intent for providing feedback)?

Observe/Intent: What are the specific behavioral examples that you have observed? What is the impact of the behavior/action to important business needs or challenges?

Behavioral Observations:	Impact of behavior/action:

(This form can be duplicated and reused)

Classify/Approach: Based on the Model, what is your best approach to this feedback dialogue?



Engage: What is your opening statement/conversation starter

Potential Actions that can be taken to improve behavior:

Other considerations:

• Meeting Time	• Documentation
• Meeting Location	• Involvement of Manager or Human Resources

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