

## GIVING AND RECEIVING FEEDBACK

### *Planning a Feedback Session*

*Use this tool to organize before giving feedback to anyone.*

Name the issue or behavior that needs to be corrected or reinforced.

What is the organizational and personal significance of this issue?

What is the purpose of the feedback?

What details do you have to describe the behavior accurately? (who, what, when)

What is the impact of the behavior?

What results do you want to produce?

Who is the best person to give the feedback and why?

What communication style will be the most effective and why?

Describe possible barriers to giving this feedback. What can you do to overcome them?

What behavior on the other person's part would be more constructive? Why?