

# Effective Feedback: Planning a Feedback Session

## Part One:

Who are you providing feedback to? \_\_\_\_\_

Type of feedback? *(check one)*       Coaching       Mentoring       Leading up

Source of your feedback? *(check all that apply)*       Position       Expertise       Caring

When/where did event happen?

\_\_\_\_\_

Summarize the situation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is the feedback? *(negative/positive comments about past performance or behavior)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is the feedforward? *(avoid or don't do; continue or start doing)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Part Two:**

*Consider the following and rewrite as needed:*

Is your description of the situation specific enough? Yes  No  (rewrite below)

Is your feedforward constructive and helpful? Yes  No  (rewrite below)

Is your feedback and feedforward balanced and complete? Yes  No  (rewrite below)

Is your feedback and feedforward in proper context? Yes  No  (rewrite below)

What is your clear intention in delivering the feedback?

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Is there data available to support your feedback? Yes  No

If yes, are you prepared to present and explain the data? Yes  No

If you need help, who can help you? \_\_\_\_\_

Review your narrative of the situation, the feedback and the feedforward. Is it focused on performance and/or behavior and not on the person? Yes  No  (rewrite below)

Where specifically will you deliver the feedback? \_\_\_\_\_

Does this location respect the individual's right to privacy? Yes  No

If no, where else can you meet? \_\_\_\_\_

When will you deliver the feedback? \_\_\_\_\_

*Rewrites upon reflection:*

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