

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 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/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)

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

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

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

What is your clear intention in delivering the feedback?

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)

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:
