| Checklist | Notes |
| --- | --- |
| * Described Situation
* Described Receiver’s Behavior
* Described Impact
 |  |
| * Receiver did the heavy cognitive lifting and solution finding
 |  |
| * Action steps from conversation are clear and likely to address feedback
* Evidence to demonstrate progress is identified and agreed to
* A bar for success is set and criteria are described
* A future meeting date or follow up is set
* Receiver is able to communicate the plan in 2-3 sentences
 |  |
| * Support for receiver is described with equal clarity
 |  |