| 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 |  |