

CORRECTING EACH OTHER

Say Something.

Be direct and be professional.

Corrections are part of workplace.

If you avoid due to discomfort, then self-soothe and/or recruit help.

We can agree to disagree.

A complaint without blame.



Stay Calm: Composure



Quickly: Carefully and Timely (don't drag out)



Concisely: As brief as possible.



Clearly: Effective, complete communication.



If you can't say it, send an email.
Escalate corrections via email CC: Shelley/April