

## Feedback Prep Grid

Want to give high quality feedback everytime? Use the LifeLabs Feedback Prep Grid!

**Performance Feedback:** Give feedback the way a camera would - focusing on observable data. Make it a two-way conversation.

1. Micro-Yes	2. Data point	3. Impact statement	4. Questions
<ul style="list-style-type: none"> <li>Get buy-in</li> <li>Reduce mystery</li> <li>Help them prepare</li> </ul>	<ul style="list-style-type: none"> <li>Focus on behavior, not person</li> <li>Focus on data, not interpretation</li> <li>No blur words</li> </ul>	<ul style="list-style-type: none"> <li>Why does this matter?</li> <li>Who is affected by it?</li> </ul>	<ul style="list-style-type: none"> <li>Check if they see it the same</li> <li>Joint problem solve</li> <li>Agree to an action plan</li> </ul>
<b>EXAMPLE:</b> Can I share some feedback with you about that meeting?	I noticed you announced there is a delay in our schedule before letting me know.	I bring it up because we looked uncoordinated in front of our clients, which can impact their trust.	What do you think? Can we agree to...?

**Developmental Feedback:** Use the same structure as Performance Feedback but with a focus on skills and individual development.

1. Micro-Yes	2. Data point	3. Impact statement	4. Questions
<ul style="list-style-type: none"> <li>Share the intention</li> <li>Label the skill / dev area</li> </ul>	<ul style="list-style-type: none"> <li>Ask them to reflect first</li> <li>Share most important behaviors</li> </ul>	<ul style="list-style-type: none"> <li>Explain impact of behavior</li> <li>Link to their growth goals</li> </ul>	<ul style="list-style-type: none"> <li>Check for understanding</li> <li>Brainstorm next steps</li> </ul>
<b>EXAMPLE:</b> Want to do a retro on that meeting? I think it's a good project management skill-building opportunity.	What do you think went well and not as well? <i>[Reflect together]</i>  In terms of project management, I noticed you announced a schedule delay before letting me know.	I think we looked uncoordinated, which can impact client trust.  So, I think the skill to focus on here is stakeholder management. It will also help you take on larger projects.	How did you see it?  What are some ideas you have to skill up in this area? When can you practice it next?



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