

# Feedback Planning Tool

**Purpose:** To help facilitators prepare feedback that is intentional, balanced, and aligned with Elevate Adolescence facilitation principles. Use this tool before providing feedback to ensure it is constructive, actionable, and participant-centered.

## Identify the Purpose

What is the main goal of this feedback?  
(e.g., reinforce strengths, address a challenge, encourage self-reflection)  
Why is it important to give this feedback now?

## Observe and Gather Facts

What specific behaviors, actions, or moments are you responding to?  
What concrete examples will you reference? (Avoid generalizations.)

## Consider the Feedback Type

Will this be Action-Oriented, Constructive, or Self-Assessed feedback?  
Is the chosen type best suited to the participant's needs and readiness?

## Frame Your Message

How will you phrase the feedback to keep it supportive and clear?  
What language will you use to ensure it's values-aligned and non-judgmental?

## Plan for Engagement

How will you involve the participant in the conversation?  
What open-ended questions can you ask to encourage dialogue?

## Define the Next Steps

What action or reflection should happen after the feedback?  
How will you follow up or revisit progress?