SBI-I Feedback Template

Person or people who need this feedback: (Identify the individual or group who will receive the feedback)

Document the details

1. Situation:

- *What is the specific event or situation where the behavior occurred?*
- Example: "In the sprint retrospective on April 14th…"

2. Behavior:

- *What are the observable behaviors that occurred during the situation?*
- Example: "You consistently interrupted colleagues while they were providing their updates."

3. Impact:

- *What was the impact of these behaviors on the team, project, or clients?*
- Example: "This caused some team members to withdraw from the discussion, which meant we missed out on valuable input."

4. Intent (if adding the additional "I")**:**

- *What might have been the intent behind the behaviors?* (This part is speculative and would be explored in the conversation)
- Example: "I'm curious to understand, were you aware of this, and what were you hoping to achieve?"