

Name: Sakshi
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Scenario: #3 Constructive Feedback for Henal

1. Positive Acknowledgment:

"Henal, I appreciate the hard work you've been putting into your tasks and your commitment to delivering quality results. You always bring valuable insights to team discussions, and your contributions are highly valued. I can see that you care about your work and the success of the team, and that's something I want to recognize."

2. Addressing the Issue Clearly but with Empathy:

"I've noticed that you've been running late on a few mornings, and as a result, you've missed out on some key information during our team meetings. I completely understand that sometimes mornings can be challenging, but these delays have occasionally made it difficult to stay aligned with the rest of the team."

3. Providing Specific Examples:

"For example, during last week's meeting, some important updates were shared that impacted the direction of your current tasks. I noticed you didn't have access to those updates, which made it harder to move forward efficiently."

4. Offering Actionable Suggestions for Improvement:

"One thing that could help is setting a reminder to prepare for the meetings the night before, so you can make sure you're ready and on time. If there are personal factors affecting your mornings, I'd be happy to help discuss any flexible working options that might make your mornings smoother. Also, if for any reason you're going to be late, letting me know in advance could allow us to share the key information you might have missed so you stay informed."

5. Expressing Confidence and Support:

"I know you're capable of adjusting your schedule to make sure you're up to date with everything. I have full confidence that with a little bit of planning, you'll be able to avoid missing important information in the future. Your input is valuable to the team, and I want to make sure you feel fully equipped to contribute to our success."

Closing:

"Please don't hesitate to let me know if there's anything I can do to support you in managing your time better. I'm here to help, and I know that together we can work through this."