

## TIPS FOR WRITING FEEDBACK

1.

### START WITH WHY

Think about why you're offering feedback. What result do you want to create by sharing this feedback? Make it actionable.

2.

### BE SPECIFIC

Provide examples of what your colleague did, how they did it (culture & values), and the impact it had. Use the framework below.

Situation – Action – Result

3.

### CHOOSE WORDS CAREFULLY

Take the time to write your feedback in a way your audience will understand. What you cannot communicate in body language and tone will have to be translated into precise words.

4.

### USE GOOD JUDGMENT

Ask yourself, "Would I share this directly with my colleague?" While your feedback will be sent only to their manager, it is a good approach to take before submitting.

## IDEA MODEL FOR GIVING FEEDBACK



### Intent

Before meeting, reflect on why you're giving this feedback. Lead with compassion. What result do you want to create? Look to our values as a guide.



### Describe

Describe in as much detail as you can the behaviors you observed and the impact that it had.



### Exchange

Have a two-way discussion. Listen to the receiver's point of view. Explore possible next steps.



### Action

Feedback can be transformational, but only if action is taken. Articulate a clear, measurable next step and set a date to follow up.

