

# “Giving Feedback” Planner

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Answer these questions to prepare to give effective feedback—either reinforcing or redirecting.

Who needs this feedback (e.g., boss, team, individual, etc.)?

When and where will you share the feedback?

**CLARIFY YOUR INTENT.** What is your intent?

**SHARE SPECIFIC OBSERVATIONS.** What is the situation you’ve noticed?

What are the observable behaviors and facts around the situation?

**DESCRIBE THE IMPACT.** What is the impact of this behavior on results?

**ASK FOR/OFFER SUGGESTIONS.** If giving redirecting feedback, what is the behavior you want to ask for in the future?