

Hi,

Is this a good time to talk for a few minutes? *(make sure there will be time to take in the feedback)*

I know you are someone with so many inspiring ideas. I care about you being on our team as I always enjoy our interactions and I learn from you. I want to make sure I shared my feedback in person with you. *(make the colleague feel valued and explain your motivation to create trust)*

We committed ourselves on the team to share and test ideas more often, so we can move quickly. *(reminder of the team objective)* I have noticed that you at times felt uncomfortable sharing before you had a perfect solution or a finalized approach. *(observed behavior)* As a result, we moved on with ideas of others and we haven't had you contribute to the development process. *(impact of the behavior on others)*

In the future, please consider adding your thoughts more, we would love to hear your ideas and to have help our team become better! *(close on a positive note and coach on forward looking opportunity)*

I would be happy to help, if I can? *(give opportunity to ask for help and brainstorm solutions)*

...

Thanks for your time! Thanks for listening!

😊 *(smile!)*