

Preparing for a Feedback Conversation

Instructions: Think of a peer (or someone else) who you would like to deliver feedback to and then answer the following questions:

1. What is your **intention** in sharing this feedback with them?

2. What would be a **successful outcome** of this feedback conversation?

3. What was the **SITUATION**?

4. What was the **BEHAVIOR** (what did the person do)?

5. What was the **IMPACT** of the behavior on you and/or others?

6. What **data** do you have to support what you will say?

7. If you are emotionally charged about the feedback, how can you personally prepare for the conversation? What words can you use to start the conversation? Where and when will you have the conversation?

8. How might they react or respond to this feedback? How will *you* prepare for this?
