

1. Intent

- Check in with your personal motive for giving the feedback to ensure it's going to be beneficial for both you and them.



2. Ask for Permission

- “May I give you some feedback?”
- “May I share something with you?”
- Remember to always ask permission, no matter if the feedback is positive or developmental.



3. Behavior

- Talk about the behavior – “When this happened.....”
- Describe the impact of the behavior – “Here is what took place.....”



4. Moving Forward

- Ask “How can you do this differently?”
- Say “Thanks keep up the good work!”
- When delivering developmental feedback, ask them to suggest the change.