

GIVING FEEDBACK CHART

<p>1</p> <p>Feedback or Trigger</p>	<ul style="list-style-type: none"> ▪ Do you have judgment? e.g., “I’m right and you’re wrong!” ▪ Do you unconditionally believe the truth of your assessment? ▪ Do you want to be seen/acknowledged? ▪ Do you want healing or reconciliation? <p>If yes to any of the above, pause and get support.</p>
<p>2</p> <p>Check Willingness</p>	<ul style="list-style-type: none"> ▪ Is the timing good? ▪ Is the person receptive to feedback? ▪ Consider: workload, energy, physical needs other stressors
<p>3</p> <p>Ask for Self-feedback</p>	<ul style="list-style-type: none"> ▪ Establishes collaborative relationship ▪ Assesses level of awareness in preparation for next step ▪ Enhances self-responsibility and empowerment
<p>4</p> <p>Offer Your Feedback</p>	<ul style="list-style-type: none"> ▪ Specific and Concrete Observation ▪ Why it Matters (Needs Met or Unmet) ▪ The Emotional Impact of Their Actions ▪ Doable, Concrete Suggestions
<p>5</p> <p>Check for Understanding</p>	<ul style="list-style-type: none"> ▪ Is the feedback received without deflection, defensiveness or minimization? ▪ Is there shared perception about what happened? ▪ Is there agreement about what it means? ▪ Are there factors they know that are unknown to you? ▪ Are they experiencing any shame or self-judgment?
<p>6</p> <p>Co-Create Action Plan</p>	<ul style="list-style-type: none"> ▪ Does it address the needs identified in Step 4? ▪ Are there barriers to successful implementation? ▪ Do they have full willingness to implement it?