



# GIVING FEEDBACK PREPLAN CHECKLIST

The purpose of feedback is to gauge your impact on the situation, help the other person become more effective, and develop a more effective work relationship.

- ☐ Is what I am about to say likely to be helpful to the other person? Or am I saying it to get it off my chest or for my personal benefit?

## **Will the person understand what will be said?**

- ☐ Can I provide specific, not general, examples of the behavior to be discussed?  
Recent examples are better than older ones.
- ☐ Can I explain my example descriptively, not judgmentally?  
Keep the description of the event on what happened and the impact it had or on the team.

## **Will the person accept the feedback on the behavior?**

- ☐ Do I have a foundation of trust with the other person? Do they believe I have their success at the heart of the feedback?
- ☐ I have evaluated whether the timing is right for the other person to hear me. Is the other person ready to receive the information? Sooner is better than later.
- ☐ I have planned my conversation to be not overly cautious or overly candid. I have considered my words and allow for different interpretations of the situation.
- ☐ I have planned my body language to say, "I value you and want to help you succeed".

## **Will the person be able to do something about the behavior?**

- ☐ Expect and allow for defensiveness. Encourage clarifying questions on the part of the other person.
- ☐ Do not overload the other person with expected changes.
- ☐ End with a definitive action plan with benchmarks.