



STEPS TO GIVING CONSTRUCTIVE FEEDBACK

GOLDEN RULE
The conclusion of the feedback should reflect what is best for the team, not either individual.

HIGH PERFORMING TEAM

05

Keep discussion on the specific behavior, NEVER THE PERSON

Do not judge the person, or assume their motivation. To be safe, assume they wanted a good outcome that did not happen.

04

Has logic and structure, and based in facts
Be sure you have a plan with a desired outcome. How you define the problem, also defines your possible solutions.

03

Observe and listen before giving the feedback
Take time to understand the whole situation. Question your assumptions.

02

Intended to help the receiver be successful
Feedback should grow the receiver & build the team. End with an action plan.

01

Offered at the right time
The receiver must be in a frame of mind to accept the feedback

BUILT ON A FOUNDATION OF TRUST

