Preparing to Give Feedback

Much of the feedback you give is done in a casual, on-the-go, fashion in response to immediate situations. However, especially when giving negative feedback in a more formal setting, you should prepare in advance to maximize the effectiveness of the feedback.

To ensure a formal feedback session goes smoothly, prepare by asking yourself the following questions:

- ❑ Were the performance expectations clear?
- ❑ Is my intent to help improve behavior or am I just looking for a way to vent my frustration?
- ❑ Is the other person open to receiving feedback from me?
- ❑ What is the best way to approach this feedback based on the receiver's personal preferences / communication style)
- ❑ Can I accurately describe the specific behavior and the impact of the behavior I am giving feedback on?
- ❑ Have I gathered all relevant data, facts and information to support my observations?
- ❑ How is the other person likely to respond?
- ❑ If the other person doesn't agree there is an issue, how might I gain their agreement?
- ❑ What are some possible solutions to this problem?
- ❑ How can I support the person to improve their behavior?