

FOUR-STEP FEEDBACK PROCESS

01

Ask if you
can give
some
feedback.

02

Describe specific
observed behavior
or outcome.

03

Communicate
impact around a
shared goal.

04

Ask for their
feedback.



State intention.



Be specific and
clear – use factual
information and
“I” language.



To you, the team,
targets, co-workers.



What are your
thoughts on
this? Was that
helpful?