



Preparing for a Feedback Session

This exercise is intended to help you prepare for a constructive feedback session with a colleague after a specific event has occurred. The intention is for your colleague to learn from the event and to identify specific actions or behaviors to adopt for similar situations in the future.



Clean Up Your Act

These questions are to help you clear your mind and be as objective as possible.

As you start this session, what is on your mind?

Think about things that might distract you.

What could you do to be more focused and present now?

This may include putting your phone on airplane mode, getting a coffee, closing the door, turning the music on/off, taking a walk...

Describe your relationship with your colleague

Understanding the relationship may influence how you think about the feedback

How do you feel about this person?

Your general perception may affect how you see the event

In what way might you be responsible for the situation or event that occurred?

Time to reflect: consider your answers to the questions above.

How might this have affected your relationship with your colleague?

Given your answer to the previous question, how will you now approach giving feedback to your colleague? What is your intent now?

This could describe a change or a nuance in your attitude, behavior or approach.



Determine the Feedback Content

These questions are to help you get very clear about the feedback you might give your colleague and to be specific and fact-based.

What was the situation in which this event occurred?

This will help you and your colleague recall context and facts more clearly.

What exactly was the behavior or action of your colleague?

Be very specific. This will help your colleague understand how they might change their behavior

What was the impact or consequence of the behavior or action on you?

Describe facts but also how it made you feel.

What was the impact or consequence of the behavior on the business situation?

Describe facts but also how it made others involved feel.

In a similar situation in the future...

What would be the ideal outcome from your colleague's actions?

Describe expected or ideal results, not actions.

What might they do differently to achieve that outcome?

Describe precise actions. Suggested changes should be practical and within the control of your colleague.



Move to Action

Are there any obstacles to giving the feedback to your colleague?

An obstacle could be anything from their attitude, your relationship or simply finding the right time.

Focus on the biggest obstacle. What might you do to overcome or minimize it?

What outcome do you want for your colleague from giving this feedback?

What is your next step to share this feedback with your colleague?

**We hope you enjoyed this exercise
and found it useful.**