

Wow, The Feedback™

Giving Productive Feedback Planning Worksheet

Date:

Feedback Recipient:

At the end of giving feedback:

⇒ I want (for myself) to think, feel, know

⇒ I want the recipient to think, feel, know

Approach to Feedback—How will you alter your go-to approach?

1. Prepare Yourself:

⇒ Check your motivation.

- Is this to get something off your chest? If yes, rethink and regroup another day
- Is this to support another's growth, development or improvement? If yes, proceed.

2. Clarify the Context:

⇒ Circle the *primary* type of feedback (Appreciation, Coaching or Evaluation)

3. Define the Desired Performance Outcome of the Feedback:

4. Prepare for Triggers

⇒ How might the recipient be triggered (Truth, Identity, Relationship)?

⇒ How might you pre-empt their trigger?

⇒ What are 1-2 actions you'll take if they are triggered?

⇒ How might your emotions be triggered?

⇒ How could you pre-empt their trigger?



5. What observed behaviors are the focus of the feedback:

6. What are the impacts of the behaviors on:

⇒ Recipient

⇒ Team

⇒ Results

⇒ Other

7. What are the one or two suggestions for improvement you'll offer:

1

2

8. COIN Statement:

C-Context, **O**-Observation, **I**-Impact, **N**-Next or now..

C

O

I

N

