Feedback Checklist



GIVING FEEDBACK as a GIFT

Find the right moment and place / Listen to what is under the surface – active listening





Active listening

Remind yourself why you are doing it, and state it as the beginning of the conversation



Ask for more explanation





Be honest and polite, tell what you see, use I (I need is important)



The sponge and the strainer mentality

Put everything out on the table



Take the action don't overthink





Make it a habit



Remind why you are thankful and acknowledge what is hurting the other person

Talk about the next steps together



Recognize the other person took the step and time to start the conversation



Don't vanish after







CIRQUEON