

Practice Giving Feedback



Follow these steps in your next feedback conversation to deliver constructive feedback.

L

Locate the Moment

- Identify the specific moment or situation where the behavior occurred.
- Be clear and precise about when and where the behavior was observed.

Example: *“During last week’s team meeting, you agreed to handle the data and slide deck...”*

I

Illustrate the Behavior

- Describe the behavior observed in a non-judgmental and objective manner.
- Focus on the actions, not the person.

Example: *“But the deck isn’t ready yet, and I noticed you asked team members to help you pull the data, so I wasn’t aware you needed assistance.”*

F

Frame the Impact

- Explain the impact of the behavior on the team, project, or individual.
- Highlight positive and negative consequences to provide a balanced perspective.

Example: *“Because of the delay, I had to rearrange my schedule to produce the graphs, which set me back on my own tasks...”*

T

Turn Towards Growth

- Offer constructive suggestions for improvement.
- Encourage a growth mindset.

Example: *“For our next project, let’s schedule regular check-ins to discuss progress and address any challenges. This will help us collaborate more effectively.”*