# GIVING CORRECTIVE & PERFORMANCE FEEDBACK WORKSHEET

*Strategies:*

- Give a self-assessment for strengths and areas of growth.
- Identify where I fall on the feedback giving scale.
- No surprises.
- Create an action and follow up plan.
- Ask for feedback myself and model how to receive it.

Steps in the corrective feedback conversations:

a. Get clear on the issue. Imagine the cost of *not* bringing up the topic. Then practice.
b. Share the concrete facts and *why* it's an issue.
c. Invite their perspective and thoughts. Be curious.
d. Create solutions together (write them down) and schedule a follow up time.
e. Express gratitude.

1. What conversations could I be having to increase the effectiveness of my team? With whom? When will I have them? Common conversations include attitude, communication, accountability, timeliness, and engagement.

2. Design a *strengths and areas-for-growth assessment* for my team. What are the questions? How frequently will I circle back?

3. You've seen how people are more open to feedback if they have self-identified their areas for growth. How might I help my team or boss to identify personal goals regarding hard and soft skills?

*"Feedback is the breakfast of champions." Ken Blanchard*

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