

Practical Method for Formulating Feedback

- Topic: Begin and Share
 - *I want to talk to you about...*
- Observation: Seek Input/Discuss
 - *I noticed...*
- Impact: Discuss and Decide
 - *The impact is...*
- Request or Inquiry: Discuss, Decide and Conclude
 - *I'd like you to... OR*
 - *Why is this happening?*
 - *What can we do?*