Giving Powerful Corrective Feedback

T04

Always prepare and structure your feedback before sitting down in private and discussing it with the individual.

	Your Notes
What Happened Be specific in what you say. Include: • Clear description of the event • The context • Numbers to provide scale	
Examples Include people, places, times and context	Example 1 is: Example 2 is: Example 3 is:
Impact Describe the impact on individuals, teams and the business	
Why The actions or lack of actions is issue	
How Should they Improve Write down 1-3 different options to discuss with them	
Commitment to change Ask what the other person is going to commit to doing and in what timeframe	