skillmivo.

Feedback Conversation Planner

LEADERSHIP & COMMUNICATION

Prepare constructive, specific feedback before a workplace conversation.

1. Situation

Where and when did this happen? Use facts, not generalizations.

2. Observed behavior

What did you personally see or hear? Avoid judging intention.

3. Impact

What effect did this have on people, work, or results?

4. Invite a response

What open question will you ask to understand their perspective?

5. Agree on a next step

What change or follow-up will you mutually confirm?

Framework inspired by CCL Situation-Behavior-Impact; this worksheet is original.