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?*