



10 step-checklist to give compassionate feedback

I know that I am ready to give feedback when:

- I feel that I am prepared and in the right headspace
- I am ready to share feedback with the intention to learn and grow
- I choose the right time, close to the time of behaviour
- I create a safe 1:1 environment
- I bring my emotions but make sure I will not be emotional
- I will make sure that I will speak in terms of actions and behaviors
- I am open to acknowledge your role and place in the situation
- I will listen actively
- I am ready to be collaborative about finding solutions
- I am willing to follow up and review the goal

Make sure to tick these 10 boxes before giving feedback!