

Figure 5.1: PALES Model Feedback Template

Directions:

- **Before the feedback meeting:** The administrator should complete the worksheet thoughtfully, providing specific examples and focusing on observable behaviors.
- **During the feedback meeting:** Use the worksheet as a guide for the conversation. Encourage dialogue and focus on the individual's growth and development.
- **After the feedback meeting:** Both the administrator and the recipient should retain a copy of the completed worksheet. Refer to it for follow-up and ongoing coaching.

Overall Feedback Summary

Write a brief summary of the overall feedback. This can be positive, constructive, or a combination of the two.

PALES Feedback Breakdown

For each element, provide specific examples and details. Consider using sentence starters like "I observed . . .," "I noticed . . .," "I suggest . . .," or "In the future, you could . . ."

1. Planning

Was there evidence of planning? If so, how effective was it?

Description or evidence:

Suggestions for improvement:

2. Action

Describe the actions taken or recommended. Were they appropriate and effective?

Description or evidence:

Suggestions for improvement:

3. Local Control

Did the individual have appropriate autonomy and ownership over the situation? Were they empowered to make decisions?

Description or evidence:

Suggestions for improvement:

4. Effort and Achievement Recognition

Reflect on the effort demonstrated. Was it sufficient and focused?

Description or evidence:

Suggestions for improvement:

5. Specificity

Was the feedback specific and actionable? Avoid vague terms.

Description or evidence:

Suggestions for improvement: