

FEEDBACK TOOL

Use this tool when providing feedback to a peer. Use the sentence stems to guide your responses.

This feedback is for: _____ Provided by: _____

Goal	Observations	Celebrations	Questions
What was the communicator looking for feedback on? Why?	What are one or two observations you can offer about the communication?	What are one or two specific emotions, ideas, or questions you can offer to celebrate the communication?	What are one or two specific ideas or questions you have that can help the speaker make further progress toward their goal?

REPRODUCIBLE

Feedback Norms and Tips

Aim for kinder candor.

Demonstrate belief in and respect for the communicator.

Wait for an invitation to provide feedback or ask if it is wanted: "Would you like some feedback?"

Make feedback manageable and specific. Provide feedback specifically on the stated goal.

Ask the recipient what feedback they would give themselves.

Make the feedback authentic. Avoid the compliment sandwich.

Feedback Sentence Stems

OBSERVATIONS	CELEBRATIONS	QUESTIONS
"I noticed that ..."	"I appreciated when (or how) you said _____ because ..."	"I wonder if ..."
"I know you were hoping to change (or focus on) _____ so I counted (or measured) _____ for you and _____ was the result."	"I felt you demonstrated progress toward your goal to _____ by ..."	"How would you feel about trying ...?"
"I was paying attention to _____ and I noticed that ..."	"I admired what (or how) you said _____ because ..."	"I found that I had a harder time paying attention when ..."
"Something that struck me was ..."	"I felt you were communicating in alignment with your motivation to _____ by ..."	"One way you might try to reach your goal of _____ could be to ..."
"Something that surprised me was ..."	"I plan to change my communication to mirror how you ..."	"I wonder how it would have felt if you had ..."
	"My favorite thing you said was _____ because ..."	"Is there an example (or more evidence) that you could have included to support _____?"
	"One idea your communication sparked for me was ..."	"I felt _____ when ..."
	"I learned ..."	"I disagreed when you said ..."
	"I am grateful that you trusted us enough to share ..."	"I noticed that I felt upset when ..."
	"I never fully appreciated _____ until you said ..."	"Something [Name] tried that I think might work well for you also is ..."
	"Thank you for ..."	"I know you are working on _____ and I have also been working on that. Can I offer an example of what I have tried?"
	"I felt _____ when you ..."	"What was your goal when you ...?"
	"I noticed a lot of growth in the way you ..."	