

## Feedback Prep Grid

Want to give high-quality feedback every time? Use this prep grid.

| <b>Question (The Micro Yes)</b> <ul style="list-style-type: none"> <li>• Get buy In</li> <li>• Reduce mystery</li> <li>• Help them prepare</li> </ul> | <b>Behavior</b> <ul style="list-style-type: none"> <li>• Focus on behavior, not person</li> <li>• Focus on data, not interpretation</li> <li>• No blur words</li> </ul> | <b>Impact Statement</b> <ul style="list-style-type: none"> <li>• Why does this matter?</li> <li>• Who is affected by this?</li> </ul> | <b>Questions</b> <ul style="list-style-type: none"> <li>• Check if they see it the same way</li> <li>• Co-create solutions</li> <li>• Agree to an action plan</li> </ul> |
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| <b>Example 1:</b><br>Would you be open to some feedback about that meeting?                                                                           | I noticed that you announced we have a delay in our schedule before letting me know.                                                                                    | I bring it up because it looked uncoordinated in front of the others, which impacts trust.                                            | What do you think?<br>Can we agree to.....?                                                                                                                              |
| <b>Example 2:</b><br><i>Can I share some feedback with you about your workshop?</i>                                                                   | <i>I really appreciate that you invited folks to participate both via the chat &amp; verbally.</i>                                                                      | <i>I mention it because everyone engaged in the conversation and we were able to capture feedback</i>                                 | <i>How do you think it went?</i>                                                                                                                                         |
| <b>YOUR FEEDBACK:</b>                                                                                                                                 |                                                                                                                                                                         |                                                                                                                                       |                                                                                                                                                                          |