



Feedback Planning Template

This resource is part of the [State Flex Program Staff Sustainability Guide and Toolkit](#).

Use this template to help you prepare for a feedback conversation. Once you've filled it out, consider practicing with a trusted colleague or friend.

Describe the feedback you want to deliver.
What's the situation ? <i>Where, when, who</i>
What behavior was observed? <i>Stay focused on observable behavior rather than assumptions about intent or attitude</i>
What impact did the behavior have?
What question(s) will you ask to get the other person's input once you've described the situation, behavior, and impact?
What are your goals for this conversation?
What would you like the other person to do differently as a result of this feedback?
How would you like the other person to feel at the end of the conversation?



What do you need to do and say to increase the likelihood that the other person will hear your message and feel the way you hope they'll feel?

Keeping it collaborative

What additional information might you not have that could affect this conversation? What questions might you ask to get this information?

How will you work to keep this a two-way conversation?

How will you ask for feedback from the other person? How will you respond when you hear this feedback?

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