

## FEEDBACK STRATEGY TEMPLATE

**Feedback Strategy for:**  
**Focus Area:**



### Quick bias check

Am I being misled by any unconscious bias as I think about giving this feedback?

### Part 1: Understand the recipient's reaction to better meet their needs

Reflect	Answer	How to account for that
What is their <b>current emotional state</b> ? Are they in a state where they can listen?		
What is our <b>relationship</b> ? Do we have enough trust that they can take critical feedback in stride?		
What is the <b>severity</b> of this feedback?		
What are the <b>timing</b> considerations?		

## Part 2: Plan your communication

Message guidance	What I want to share	Coaching questions
<b>Identify</b> the specific behaviors that require feedback		
<b>Describe</b> the impact of the behaviors		
<b>Encourage</b> continuity or change		
<b>Agree</b> to next step or action plan		

## Part 3: Tailor your approach to the person

<b>Their communication preference</b>	
<b>What matters to them</b>	
<b>How I can adjust</b>	



## Helpful tips for different communication personas

	If their style leans <b>dominant...</b>	If their style leans <b>charismatic...</b>	If their style leans <b>empathetic...</b>	If their style leans <b>transactional...</b>
<b>Voice</b>	-Rapid pace -Limited emotion	-Rapid pace -Friendly, upbeat	-Slow pace -Warm & caring	-Moderate pace -Formal, businesslike
<b>Do this</b>	-Focus on results -Be brief -Exhibit confidence -Expect bluntness	-Expect them to be talkative and stray off topic -Stay on topic -Make them the center of attention	-Break the ice first -Expect them to be slow, methodical -Give them time to think -Listen attentively	-Expect them to want a lot of information, be prepared to provide it -Appeal more to logic than emotions
<b>Don't do this</b>	-Don't ramble -Don't overreact -Avoid chit chat -Don't offer assurances you cannot deliver	-Don't be curt or cold -Don't be too businesslike -Avoid dwelling on fine details	-Don't force a quick response -Don't interrupt -Don't mistake willingness to "go along" as agreement	-Avoid being too personal or informal -Don't get too close to them (No touching!)