

# FEEDBACK PLANNER

**Name:**

**Date:**

The Feedback Planner is a useful tool to help plan and document both positive and constructive feedback. Thinking through and completing each box in the Planner prior to a discussion can help ensure that the feedback is clear, specific and helpful. Once completed, Feedback Planners can be saved and considered as part of assessing annual performance and writing the Performance Review.

Between each step, verify understanding with a check-in with the employee.

<p><b>1. Describe Current Behaviors: (What?)</b></p>          <p>Check-in with employee.</p>	<p><b>4. Identify Alternative Behaviors: (How?)</b></p>          <p>Check-in with employee.</p>
<p><b>2. Identify Situations: (When)</b></p>          <p>Check-in with employee.</p>	<p><b>3. Describe Impacts and Consequences: (Why is this important?)</b></p>          <p>Check-in with employee.</p>

**Follow-up Date:**

By Paul J. Jerome, *Coaching Through Effective Feedback*