



FOCUS and keep it simple

Focus - address one thing at a time

Observe - have data and facts, not opinions

Consult - check with them what's happening

Unite - work together to improve things

Score - keep track of progress



Review handouts

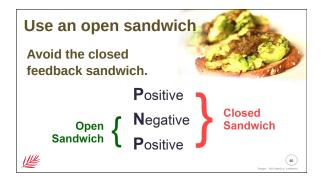
- · Key elements and method
- Feedback conversations



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Use constructive language Non-threatening & non-appeasing Sensitive and respectful Inclusive Non-catastrophic nor escalating Factual, not generalising

Avoid flawed feedback Attacks the person rather than address behaviour Vague or abstract assertions Without illustrations Ill-defined range of application Unclear impact & implications for action







