

# FEEDBACK PLANNING SHEET

		Your Strategy
1. Consider the <b>best timing and setting/ place/environment</b> for feedback giving.	<ul style="list-style-type: none"><li>• Formal/Informal</li><li>• Group/Individual</li></ul>	
2. Consider <b>frequency</b> of feedback.	<ul style="list-style-type: none"><li>• Immediate</li><li>• Periodic</li></ul>	
3. Consider the <b>appropriate communication style</b> .	<ul style="list-style-type: none"><li>• Direct/Indirect</li><li>• Confrontational/ avoids confrontation</li></ul>	
4. Consider the person's <b>readiness to hear feedback</b> .	<ul style="list-style-type: none"><li>• Feedback Expected/ Unexpected</li><li>• General readiness</li></ul>	