

Preparing to Give Constructive Feedback: R.E.S.P.E.C.T. Worksheet

REASON – Share your reason and intent of sharing this feedback	
EXAMINE – The facts vs. the perception; the situation	
SPECIFIC – Explain specifically what needs to change or improve	
PROBLEM SOLVE – Identify with employee options and solutions for improving the situation	
ENCOURAGE – Convey support for employees in their efforts to improve	
COACH – Use coaching best practices to involve the employee in the discussion	
TIMEFRAME – Agree to a timeframe for reviewing progress	

