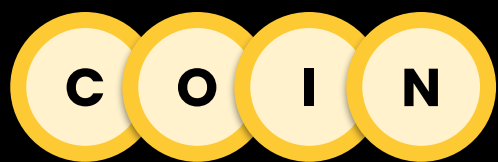


# HOW TO GIVE FEEDBACK

## 6 Essential Models For Every Situation

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### For Behavior Correction



**Context:** Describe where and when the behavior occurred.

**Observation:** State what behavior was observed.

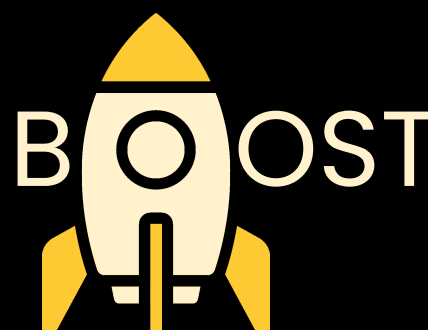
**Impact:** Explain the effects of the behavior.

**Next Steps:** Suggest actions for improvement.

**Example:** In yesterday's meeting, I noticed you interrupted colleagues several times. It disrupted the flow of the meeting. I'd like you to work on active listening and give everyone a chance to finish their points.

COIN Model credit to Anna Carroll.

### For Positive Reinforcement



**Balanced:** Provide positive and constructive feedback.

**Objective:** Base feedback on observable facts.

**Observable:** Describe specific behaviors seen.

**Specific:** Be precise about what was done well.

**Timely:** Give feedback soon after the event.

**Example:** I could see you put a lot of effort into your presentation today. The client was impressed, particularly with your research. Your analysis made an impact.

### For Coaching

**G** **Goals:** Identify what the coachee wants to achieve.  
**Example:** I understand you want to lead a project.

**R** **Reality:** Assess the current situation and obstacles.  
**Ex:** You haven't had any experience with it yet.

**O** **Options:** Explore possible actions or paths.  
**Ex:** You could shadow a project lead to learn how.

**W** **Will:** Commit to specific steps forward.  
**Ex:** Let's plan your first step then review it afterward.

GROW Model credit to Max Landsberg & John Whitmore.

### For Constructive Feedback

**F E E D**

**Facts:** What was observed?

**Effects:** What were the effects?

**Expectations:** What was expected?

**Development:** What needs to happen?

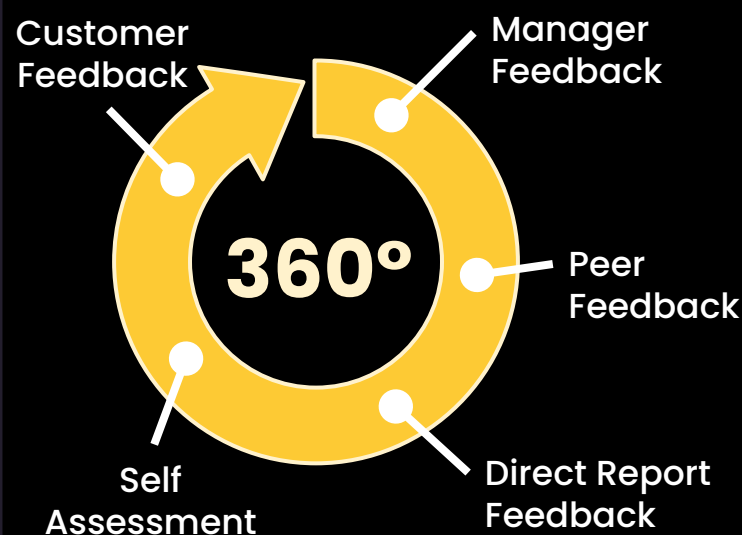
**Example:** Your report was 2 days late. It caused a delay in our review process. We expect reports on time to maintain the workflow. Can we discuss how to manage your workload more effectively?

### For Performance Reviews

C	E	D	A	R
<b>Context</b>	<b>Examples</b>	<b>Diagnosis</b>	<b>Action</b>	<b>Review</b>
Set the stage.  This year, your leadership on projects stood out.	Be specific.  For instance, how you handled XYZ project. It was exceptional.	Share the reasons.  You've put a lot of effort into improving your skills.	Plan next steps.  Let's discuss how you can build on this strength.	Agree on timeline.  We can meet again next month to see how you're doing.

CEDAR Model credit to Anna Wildman.

### For Career Development



#### 360-Degree Review

Feedback is gathered from all around you.

It highlights your strengths and areas to improve.

It's a great way to guide your career growth with a broad and well-rounded perspective.

If you found this helpful, follow me for more



Eric Partaker

