

**A**

## Check intention

Make sure that the intention in providing feedback is that of an ally, not an adversary.

**B**

## Ask permission

Ensure that timing is appropriate. Sometimes permission is implied by the situation, however asking permission signals respect.

**C**

## Share intention

State the positive intention for providing feedback. Position yourself as an ally.

**D**

## Provide specific observations

- Be as objective as possible, drawing on observations of behavior, data, reports, etc.
- Use neutral tone and language.

----- **Pause for response** -----

**E**

## Describe impact

Share (when appropriate):

- Interpretation of observed behavior, data, reports, etc.
- Impact on self or perceived impact on others.
- Feelings concerning the situation.

**Assess  
response**