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| --- | --- |
| **What we’ve noticed about** | |
| **Appreciation** | * **A valued member of our team.** |
| **Evaluation** | **Observation:** |
| **What our evaluation is not saying** |  |
| **Coaching** | * **What request do you have of the student?** |
| **What goals can we can we set, or what habits can we cultivate to help X overcome some of these obstacles?** |  |
| **How can we measure these goals, or habits to ensure our success?**  **What does success look like?** |  |
| **What feelings or moods did we notice in drafting this feedback?** |  |
| **What well wishes do we have for the student?** |  |

**Part 2**

Instructions:

After the feedback is shared, complete this form. Then share your responses with each other. Take turns giving this second feedback to each other, and if the moment calls for it, have a short conversation around the secondary feedback.

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| Prompt | Response |
| **Who did I give feedback to?** |  |
| **Did the feedback conversation go as I anticipated?** |  |
| **How did they receive the feedback?** |  |
| **What did I hear when I was having the feedback conversation?** |  |
| **What do I think they heard when I was having the feedback conversation?** |  |
| **What do I want to do with the feedback that I received?** |  |
| **As we were having the feedback conversation, what was it like? Describe the experience.** |  |
| **As we were having the conversation, how did I feel in my body? What sensations did I notice? What moods or feelings did I notice?** |  |
| **As we were having the conversation, what thoughts went through my mind?** |  |
| **What are my thoughts right now?** |  |
| **What new questions do I have?** |  |
| **What well wishes do I have for the person who gave me feedback and who I gave feedback to?** |  |