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| **Don’t wait, approach the situation as soon as possible** [you may try sub-vocally rehearsing the specific behaviors you’ll mention and alternative responses you’d like to see before approaching] | |
| **Steps** | **Some things you can say….** |
| 1. **Introduce the conversation** | Do you have a second….I need to talk to you or I would love a chance to talk with you |
| 2. **State what you have observed** [not a trait] | [this morning, or today when we met with….] I noticed that…….. |
| 3. **State the impact of that behavior** [for the supervisee, not for you, case load….] | When people see that they may think…..or when people interact with you it may make them feel….. → which could impede your growth or which could decrease your rapport…… |
| 4. **Confirm you care about them** and have their back | I care about your professional growth…..I never want for people to…... I much rather you hear it from me……. |
| 5. **Ask how they feel** [expect fight or flight response] | What are your thoughts? Or what do you think about what I said? |
| 6. **Provide a solution** or an alternative response | I am going to ask you to………..what if instead, you were to ……….. |
| 7. **Set clear expectations for change** in behavior | When I see things get better I am going to comment…..if I see things don’t change or get worse, I am going to comment….. |

**Tips for Giving Tough Feedback**