



Subordinate Feedback Checklist

Consult this checklist regularly to remind you of the main elements involved when you give feedback to subordinates.

- Give feedback frequently.
- Make feedback timely. Don't wait too long after observing a subordinate's behavior.
- Keep feedback simple.
- Provide a private, neutral setting when your feedback concerns behavior that must be corrected.
- Focus on the situation you have observed.
- Describe the subordinate's behavior without interpreting motives.
- Communicate the impact of the subordinate's behavior.
- Offer your subordinates suggestions and support for making changes in their behavior.
- Take your subordinate's information style into account and be prepared for unexpected information.
- Leverage your subordinate's strengths.
- Catch people "doing things right."