



The SBI Observation Form

The SBI Observation Form helps you to follow the SBI method. Enter information in each of the boxes as a way of capturing the specific components of SBI. A blank version of this form is located under the Performance Support Tools button for the unit on Giving Effective Feedback. Print this form for each individual you want to give feedback to and use it as a reference when giving those individuals feedback. The last column is solely for your benefit in your own development. Often what we notice in others says as much about us as it does about that person. Use this final column to increase your own self awareness.

Person Observed: _____

	Situation	Behavior	Impact		Reflection
	Anchor time or place	Observable action	What I felt and /or thought	My perception of the impact on others, the task, the work environment	Why did I pay attention to this? What does it tell me about me?
Obs. #1					
Obs. #2					
Obs. #3					



Developing Effective Interpersonal Relationships
Module A: Giving and Receiving Feedback
Unit 1: Giving Effective Feedback

Being able to give effective feedback only comes with practice. Since language is so important in the feedback exchange, re-examine the words above and think about how you might refine what you would say. Also re-examine what your input was for both the behavior and the impact that the behavior had on you. Have you clearly articulated what the person actually did and how it impacted you? Re-examine also what this feedback says about you.