

Masterful Feedback Form

	+	-
Assessments		
Advice		
Observations I saw ... I heard ... I felt ...		

Sandwich Approach:

+

Start with some obvious positive aspects, perhaps observations

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Mention the opportunities for improvement in a constructive manner

+

Finish off with positive aspects that will give future direction, including advice.

Note: Ratio of + to – should be better than 4 to 1.