sebe Vědomě

Prepare for a feedback conversation

Clear. Considerate. Specific.

A preparation sheet inspired by Kim Scott’s Radical Candor. Choose one concrete situation and make room for the other person’s perspective.

Care about the person

What matters to them? How could this conversation help?

Address the issue directly

What do I need to say clearly, even if it feels uncomfortable?

With whom: When and where:

01 What should the conversation achieve?

What change is needed? What already works and deserves specific appreciation?

02 What did I actually observe?

The situation, date, words or actions. Avoid character labels such as “unreliable”.

03 What was the impact?

On the work, people or agreed outcome. What is fact and what is my interpretation?

04 What don’t I know yet?

Which assumption should I check? How will I ask for their perspective?

05 My opening two sentences

“I’d like to discuss... When... I noticed... The impact was... How do you see it?”

During the conversation and afterwards

Make space for an answer. Then agree a specific next step.

FICTIONAL TEAM EXAMPLE

“Yesterday the materials arrived two hours after our agreed deadline. The team had to move the review. I’d like your next handover to happen without that last-minute pressure. What happened from your perspective? What would help next time?”

Describe the situation. Ask about the cause rather than guessing it.

A quick check before you begin

- [ ] I want to help and may not have the full picture.
- [ ] I have a concrete example and its impact.
- [ ] I am addressing work and behaviour, not personality.
- [ ] I am speaking promptly and discussing criticism privately.
- [ ] I will invite a response and check understanding.
- [ ] My appreciation is sincere, not wrapping for criticism.

06 What did I learn?

“What am I missing?” “How is what I’m saying landing with you?”

07 What have we agreed?

A specific action, its owner, any support needed and a deadline.

08 When will we follow up?

How will we recognise progress? What will we check next time?

Ask for feedback too: “What could I change to make working with me easier?”

An original sebe Vědomě worksheet. Method inspiration: Kim Scott, Radical Candor, Care Personally and Challenge Directly, and the HIP approach.

radicalcandor.com/our-approach
radicalcandor.com/blog/a-hip-approach-to-feedback