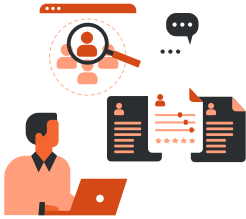


5 Minute Feedback for Managers

A framework for giving give effective, constructive feedback in under five minutes.



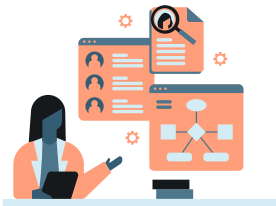
Step 1: Prepare for the Conversation - 30 sec

Ask yourself: *“What is the behavior I want to correct or reinforce?”*



Step 2: Describe the Behavior - 1 min

Be specific and objective, talk about the action not the person: *“I noticed you submitted the report two days early.”*



Step 3: Explain the Impact - 1 min

Connect the behavior directly to the effect: *“That really helped the team stay ahead of the deadline.”*



Step 4: Ask for Input - 1 min

Encourage reflection and conversation: *“What helped you complete that report early?”*



Step 5: Create Next Steps - 1 min

Encourage repetition of positive actions or improvement where needed: *“Let’s aim for that same timeframe on this next project.”*

Need a Script?

“I noticed you [**behavior**]. That [**impact**]. What do you think?...
Going forward, let’s [**next step**].”