

10 Step Checklist

to give compassionate feedback

I know that I am ready to give feedback when:

- ☐ I feel that I am prepared and in the right headspace
- ☐ I have the intention to learn and grow
- ☐ I choose the right time, close to the time of behaviour
- ☐ I create a safe 1:1 environment
- ☐ I bring my emotions but make sure I will not be emotional
- ☐ I speak in terms of actions and behaviours
- ☐ I am open to acknowledge your role and place
- ☐ I am ready to listen actively
- ☐ I am ready to be collaborative about finding solutions
- ☐ I am willing to follow up and review the goal

*Make sure to tick these 10 boxes
before giving feedback!*



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