Corrective feedback observations:

\_\_\_\_\_ Explain the behavior that needs to change

\_\_\_\_\_ Explain why the change is needed

\_\_\_\_\_ Ask for an explanation

\_\_\_\_\_ Focus on one behavior to a time

**\_\_\_\_\_ Ask the employee for possible solutions**

**\_\_\_\_\_ Agree on a solution and clarify**

**\_\_\_\_\_ Set up a follow up meeting**

\_\_\_\_\_ Document the conversation

\_\_\_\_\_ Praise changes in behavior