



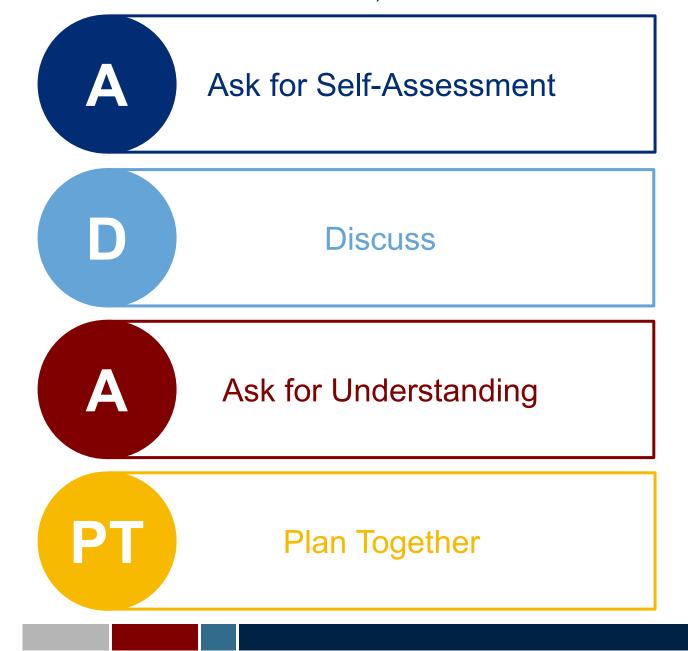
## **ADAPT Feedback Model**

Version 22.11.01

## Giving Actionable Feedback

A feedback rich environment is one in which ongoing, real-time performance and developmental feedback is provided to the employee and team. A feedback rich environment encourages employee engagement, retention and high performance.

The ADAPT model will help you structure an effective feedback conversation that will drive an actionable, collaborative solution.



## **ADAPT Worksheet**

A bullet (•) denotes a discussion guide point for you to think through during preparation. Sample questions have a dash (-)

Step	Discussion Guide Points & Questions	What is your plan?
Seek Self- Assessment	<ul> <li>What skill or issue would you like to address?</li> <li>How do you think that went?</li> <li>What went well?</li> <li>What didn't go well?</li> <li>What might you do differently the next time?</li> <li>What are you trying to work on?</li> <li>What feedback would be helpful?</li> </ul>	
Continue the Discussion	<ul> <li>Reflect on self-assessment. Describe what you observed.</li> <li>Describe the impact.</li> <li>Provide positive and constructive feedback.</li> <li>Be specific.</li> <li>Prioritize 2-3 points</li> </ul>	
Explore the Individual's understanding	<ul> <li>Thoughts on what I observed?</li> <li>Do you see the situation differently? How so?</li> <li>Anything we discussed that doesn't make sense to you?</li> <li>What remains unclear?</li> <li>Anything that struck you as something to focus on?</li> </ul>	
PT Make a Plan	<ul> <li>Communicate what to do more/less of in the future</li> <li>Create an action plan together</li> <li>If there was one thing you would work on immediately, what would it be?</li> <li>What might you do to work on this? Here are my ideas for how you can work on this</li> </ul>	