

# Long Term Care **RISE**

 Penn Medicine |  TEMPLE HEALTH

## 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.



A

Ask for Self-Assessment



D

Discuss



A

Ask for Understanding




PT

Plan Together

# 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?
 <p>Seek Self-Assessment</p>	<ul style="list-style-type: none"> <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>	
 <p>Continue the Discussion</p>	<ul style="list-style-type: none"> <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>	
 <p>Explore the Individual's understanding</p>	<ul style="list-style-type: none"> <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>	
 <p>Make a Plan</p>	<ul style="list-style-type: none"> <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>	