



Assess Your Feedback Effectiveness

Systems and Processes	Yes	No	Unsure
Do you conduct formal coaching sessions with your people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the frequency of your formal coaching sessions based on employee needs and requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an effective performance appraisal system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you actively seek opportunities to display progress towards goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When giving formal feedback – Do you..	Yes	No	Unsure
Build rapport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set an agenda?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarify expectations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyse performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Give positive feedback?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyse development/problem area(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyse causes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrive at solutions that are acceptable to both parties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract on solutions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Look to the future?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Giving Feedback	Yes	No	Unsure
Do you actively try to catch people doing something right and give them feedback?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you give feedback as soon after the event as is possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your feedback stated in specific terms rather than vague or general terms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your feedback directed at behaviour/performance rather than personalities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is Your feedback an observation of events rather than a labeling or emotional judgement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your feedback focus on solutions rather than problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you give the people an opportunity come up with their own solutions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>