

Constructive feedback preparation checklist

Prepare a routine feedback conversation using a fictional work example. Check the observation, context, support and next step.

Prepare the conversation

Task version reviewer and date

Purpose and agreed setting

Mark C for complete, W for work needed or N for not applicable.

Status	Check
	Relevant work version identified
	Purpose of the conversation clear
	Observation described without personal labels
	Possible missing context identified
	Question inviting the other perspective prepared
	Expected task result explained
	Practical next action identified
	Support needs considered
	Follow up and responsible person recorded
	Appropriate workplace route confirmed

Record the next step

Observation and question about context

Agreed action and support

Review date and evidence of completion

Original RDE practice aid. Personal and internal organisational adaptation permitted with Jefferson Otonbara Imgbi author credit retained. Keep restricted information in authorised systems. Use fictional examples. Do not enter passwords, recovery codes or restricted information in this document.