

Give Feedback They Can Act On

A quick reference for everyday feedback



When it's your turn to give feedback, help the other person understand what worked well, what to keep doing, or what to try differently next time.

A few words can make the difference

When you want to	You could say
Recognize good work	<i>"What worked well was..."</i> Example: You highlighted the decisions we needed to make before the meeting. That helped us come prepared. Keep doing that for future updates.
Comment on a draft	<i>"Could you add..."</i> Example: The recommendation is clear. Could you add a cost comparison so we can weigh the two options?
Suggest a different approach	<i>"Next time, could you..."</i> Example: We ran out of time before reaching the main question. Next time, could you start with the decision we need, then share the background?
Flag a concern	<i>"It would help if..."</i> Example: When the delivery date changed, I didn't have time to adjust the schedule. Could you let me know as soon as a delay looks likely?

Give Feedback That Helps People Improve

Build practical skills to recognize good work, discuss improvements, and give feedback people can use.

Explore our communication courses.



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