

# Delivering Negative Feedback

## Action Planning

### Action 1

#### Identify & Plan



Identify a piece of negative feedback that you need to give to one of your team members. Before you give this, plan using the BEER structure and run it past your line manager to get their feedback on your approach. Take on board any feedback and make any changes to your plan.

### Action 2

#### Conduct The Feedback Session



Arrange a suitable time and place to conduct a short meeting with the team member and deliver the feedback to them. Ensure you follow the BEER approach and ask the team member how they feel about this, and also what changes they are going to make.

### Action 3

#### Monitor & Review



Agree with the team member a way that you will monitor that this don't happen again and support them making any changes to their ways of working. Set timescales in doing this and ensure you review their performance again praising them where development has been made.