# Ten questions to plan a challenging or feedback conversation

If you are new to giving feedback or find it quite challenging, you may wish to complete this worksheet in conjunction with our [video on planning important conversations](https://www.imperial.ac.uk/staff-development/academics-success-guide/leading-your-research-group/managing-your-teams-performance/give-feedback-on-performance), which introduces and explains some of the questions here.

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| 1. Your intention: What is the ideal outcome for both you and the other person? What do you want to be different in terms of what you or they will:
 |
| Think | Feel | Do |
| 1. Extrapolate: What will it be like in 3-, 6- or 9-months’ time if:
	* You do not have the conversation?
	* You do have the conversation?
 |
| 1. As a result of the feedback:
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| What is the worst thing that could happen? | What is the best thing that could happen? |
| 1. To achieve your intended outcome, what is the ideal:
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| Ego state/ mind-set: | Environment/ timing: |
| *(and how will you ensure that these happen?)* |
| 1. What will be your first sentence, question, or statement to start the feedback?
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| 1. What questions will you ask to learn the person’s perspective and calibrate?
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| 1. What are the key points you want to get across from your perspective?
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| The evidence/ “data”: | The person | The task |
| The impact/ outcome: |  |  |
| 1. How might the other person respond? And how will you respond to this?
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| Worst case scenario: | Best case scenario: |
| 1. What would success look like to you? (examples, activities, case studies, best practice):
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| 1. What next steps will you both commit to? (support /actions/development/challenges/ follow-up):
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