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| **How to Give Feedback To Your Boss: Planning Sheet** |

What do I need to give my boss feedback on?

What behaviours am I seeing in my boss that relates to this feedback?

What are some examples of the issue (what, when and the behaviour)

What is the backstory to the behaviour? (this helps you understand and empathise) (they are busy for example, they are trying to help)

What is the impact of their behaviour on you, the client, the team, results?

What you need to change or for them to do/not do?

What is the upside for the boss if they change?

What is your intention for the conversation and the relationship?