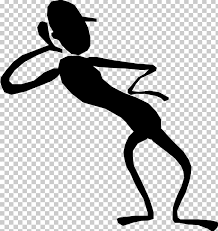
**Feedback Planning Form**

Explain the purpose of your feedback. 

Describe specifically what you have observed. 

Describe the impact of their behavior or actions. 

Give the other person the opportunity to reply? 

Collaborate with the employee to reach solutions. 