**Masterful Feedback Form**

|  |  |  |
| --- | --- | --- |
|  | **+** | **-** |
| **Assessments** |  |  |
| **Advice** |  |  |
| **Observations**  I saw …  I heard …  I felt … |  |  |

**Sandwich Approach:**

+

Start with some obvious positive aspects, perhaps observations

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Mention the opportunities for improvement in a constructive manner

+

Finish off with positive aspects that will give future direction, including advice.

Note: Ratio of + to – should be better than 4 to 1.