

Feedback for Accountability

Choose one direct report and script a short coaching conversation using any of the feedback models we explored (e.g., SBI, Ask–Tell–Ask, or EBI).

Your conversation should include:

- A clear articulation of the expectation
- Acknowledgment of either progress or a performance gap
- Defined next steps to move forward

Feedback Model You'll Use: _____

Who is the conversation with? _____

What expectation are you clarifying? _____

What progress or gap are you addressing? _____

What are the next steps? _____

Now, let's bring it all together. Use the space below to script your coaching conversation. Be concise, authentic, and intentional.

Reflection Prompts

What tone will you use? _____

How will you ensure it's constructive? _____