

Feedback Conversation Scripts

These are starting points, not scripts to read aloud. Adapt the wording; keep the shape — specific, timely, and easy for the other person to answer honestly.

- Asking: "In yesterday's review, was my summary clear enough to act on?"
- Asking for more: "What is one thing you would change if it were yours?"
- Upward: "Can I share something I noticed? It would help me to understand your thinking."
- Receiving: "Thank you — let me sit with that and come back with what I will change."
- Closing the loop: "You mentioned X last month. Here is what I did about it."