Sharing an Observation

1. **Breathe**  
   Ask clarifying questions. Don't argue or accuse.

2. **Name it**  
   Describe the impact their action(s) had on the group or department.

3. **Give Information**  
   Explain why you found the behavior to be inappropriate.

4. **Give direction**  
   Provide guidance as to how you can both learn and grow from what has been shared.

5. **Listen and Reflect**  
   Consider what was said and what you learned, and how you might suggest going forward.

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