

Former-Peer Feedback Conversation Card

Prepare one specific, respectful conversation about work. Print this card and write in the boxes. Then use the language below in your own voice.

Use for an ordinary task issue only. Do not use this card for harassment, discrimination, safety, grievance, formal discipline or a serious performance process. Follow your workplace policy and get qualified help where needed.

1 • Prepare the facts

Illustrative example—not a customer story: "Friday's update reached the account team at 3:15 p.m., after its 2 p.m. client preparation meeting. They prepared without the current risk list."

Situation and observable action

When, what task, and what actually happened? No motive labels.

The update reached the team at...

Work impact you can support

What changed for the work? Do not invent consequences.

The team had to prepare without...

One genuine question

Leave room for missing context, a dependency, or an unclear expectation.

What was happening on your side?

2 • Have a two-way conversation

Open: "Could we spend five minutes on [specific handoff]? I want the next one to work better."

Describe: "I noticed [observable action]. The effect was [work impact]."

Ask: "What was happening on your side?" Listen; correct your account if the facts change.

Agree: "For next time, can we [specific action] by [time]? If [dependency] blocks that, let me know by [early-warning point]."

If they feel singled out, explain the same task-related standard you would use for anyone, and check whether you have applied it fairly. If you never set a clear deadline, fix the expectation before treating this as a performance failure.

3 • Leave with one workable next step

Action, owner and time

We agreed that...

Early warning and check-in

If blocked, message by... We will check on...

This is an original educational worksheet, not a tested intervention or employment advice. It draws on the Center for Creative Leadership's [Situation–Behavior–Impact model](#) and the [CIPD performance feedback evidence review](#); neither organisation endorses this tool. Read the [accompanying free guide](#) for a fuller example and important limits. Keep completed copies in an approved private location; do not leave confidential employee details on a shared computer.