

BEEF Feedback Model

B – Behaviour

For example:

'I need to speak to you about your timekeeping ...'

'I'd like to give you some feedback on your presentation ...'

E – Example(s)

For example:

'... you were 20 minutes late this morning. That was the third time you've been more than 15 minutes late in the last 2 weeks'

'I particularly liked the visual aids you used, and the presentation was very well paced'

E – Effect(s)

For example:

'Were you aware that the others in the team have had to cover your phone, which meant they were getting behind with their work?'

'It created a very professional impression, and also meant that the message came across particularly clearly and was easy to follow'

F – Future

'We need to talk about why this is happening and what can be done to ensure you are in work on time'

'I am confident that you are able to give effective presentations to this level of audience – well done!'