

9 Things to Say to Guide Your Colleagues to their Best

	INSTEAD OF	TRY
1	Can I give you some feedback?	Here's my experience.
2	Good job!	Here are three things that worked for me; what was going on for you when you did this?
3	Here's what you should do.	Here's what I've done and these are the results. In this situation, here's what I would do.
4	Here's where you need to improve	Here's what worked best for me, and here's why it worked.
5	That didn't really work.	When you did x, I experienced y.
6	You need to improve your communications skills	Here's where you started to lose me.
7	You need to be more responsive.	When I don't hear from you, I wonder if we are on the same page.
8	You lack strategic thinking.	I'm struggling to understand your plan.
9	You should do x.	Do you want coaching about that or advice?