

## THE "T" METHOD COACHING TOOL

### Giving or Receiving Feedback: The "T" Method

#### Instructions

1. Write the name of the person (or object, process or event) at the top of the paper.
2. Draw a line down the center of the page.
3. First, write on the left-hand side of the line your "Likes" (about the person, object, process or event). This activity taps into positive memories and prevents the impulsive leap to negative criticism and emotions.
4. Then, write on the right-hand side of the line this phrase: "My concern is how to..." Then complete the phrase with potential obstacles that may need to be overcome. This provides for a positive, rather than a negative, form of "Yes, but..." The concerns may relate to points on the positive side, or be entirely separate (e.g., *"I like the fact that you are eager, however, my concern is how this eagerness may block others' input."*)
5. Presented with a "How to...", the ball is placed back in the individual's court to produce ideas on how to prevent the concern.



#### Complete THE "T" METHOD

Think of someone to whom you need to give feedback. What do you like about the person and what are some of your concerns? Be prepared to share your feedback statement in class.

Name of Person, Object, Process or Event	
What I like	My concern is how to...