



Name: _____

Instructions:

1. Complete the sentences below. Give as much detail as possible.
2. Share your answers with your staff team.
3. Add this sheet to your Approachability Statement binder.
4. Remember this is a working document – if you need to change any of your answers throughout the year feel free to do so. We are always learning new things about ourselves!

Approachability Statement:

When I need to receive feedback, I would like you to:

(Share how you would like someone to package the information. Some examples are: be direct, give examples, give compliments first, give compliments on my work at the start and end, be gentle, be unemotional, etc.)

If you give me feedback this way, I will likely react by:

(Share what your reaction will be.)

Once our conversation is over, I will need:

(Share what – if anything – you will need to re-regulate and get back to your work.)