



FUKO Feedback

CONVERSATION WORKSHEET

Prepare one conversation. Write short notes, then speak naturally.

Person _____ Date _____

01 Facts

When and where did it happen? Describe what you saw or heard.

During [specific event], I saw or heard you [observable action]...

02 Feelings

Name your own feeling. Avoid judgements about their character.

I felt [concerned, frustrated, relieved or grateful] because [what mattered]...

03 Consequences

What changed? Separate observed effects from assumptions.

This resulted in [observed effect on the work, team, customer or relationship]...

04 Expectations

What should they repeat or do differently? Be specific about when.

Next time, please [specific action] during or by [occasion or time]. What would help?

The other person's perspective

After the consequences, pause: "What did you see differently? What was your intention?"

Discuss the expectation, agree on a practical next step and when to follow up.

Before you talk

- | | |
|---|---|
| ☐ Specific, observable facts | ☐ Own feeling, without judgement |
| ☐ Consequences supported by evidence | ☐ Expectation within their control |
| ☐ Clear action and timing | ☐ Room for missing context |