

Use this template to plan a feedback conversation—positive or negative—with your intern to make sure it’s an effective learning experience.

	<p>Context</p>	<p>At/during/with...</p> <hr/> <p>My/our expectation was/I hoped...</p> <hr/>
	<p>Observation</p>	<p>I noticed you/I thought you...</p> <hr/> <hr/> <hr/>
	<p>Impact</p>	<p>I felt/that was/what do you...?</p> <hr/> <hr/> <hr/>
	<p>Next Steps</p>	<p>What would you do next time?</p> <hr/> <p>Next time I would try...</p> <hr/>