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ANNEX I

A for Acknowledge

Recognize the positive intention of the person giving feedback and formulates this recognition to the interlocutor.

E for express

Tell about the situation that worries you. Express your observation in a sentence that may begin with "I feel / think..." Avoid value judgments, describe only the facts and situations and/or your feelings about the situation.

I for identify

Make your remarks stand out. Clearly state your goals and recommendations on how to improve the situation.

O for outcome

What outcome can each party achieve by accepting your proposal? Describe your vision of the result.

U for understanding

Make sure the interlocutor understands you. Ask for feedback on the proposal. Agree on a specific plan of action or discuss alternatives. A good question would be, "Can we try this method for a while and see if we feel comfortable?"

Step 2.2.

Think about one event, experience, or situation:

- which are in some way special for you
- show up your skills in some special way
- revealed some challenge
- with pleasure you would like to live through again
- you especially enjoyed
- very present on your mind because you talked about / show it a lot.

Structure of the story:

- your goal: what did you want to reach?
- A short summary of barriers, which stood on your way
- A short description, step by step, what did you do exactly. Here is important that you tell the story in the "I" form and focus on the things YOU have done to reach your goal. Moreover, it is very good when you describe, what is your special style, your personal type or specialties were to do the things, you have done.
- Short summary of the story / situation.



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Step 2.3.

- Adjust
- Advise
- Analyze
- Argue / find arguments
- Assess / Estimate
- Capture / grasp
- Choose
- Clarify / interpretate
- Combine / sum / unite
- Control / have under mind
- Convey / provide
- Convince / persuade
- Cooperate / work together / collaborate
- Coordinate
- Cope with / deal
- Decide
- Define
- Design / conceive
- Determine / Define / specify
- Develop
- Discover
- Drive / navigate
- Empathize
- Evaluate
- Experiment
- Explain
- Fascinate
- Follow
- Form / express
- Formulate
- Foster / Promote / encourage
- Give
- Guess
- Guide / instruct
- Help
- Illustrate
- Implement / transpose
- Improvise
- Influence
- Initiate
- Inspire
- Integrate
- Introduce
- Judge
- Lead
- Learn
- Listen
- Maintain / cultivate
- Manage
- Motivate
- Negotiate
- Notice / remember
- Observe
- Organize
- Perceive / be aware of / notice
- Plan / schedule
- Prepare / set up
- Present
- Present
- Problematize
- Put through / accomplish
- React
- Recognize
- Reconcile
- Recruit
- Report
- Represent
- Risk / venture
- Sell / market
- Serve / operate
- Settle / arbitrate / mediate
- Solve / dissolve
- Suggest
- Supervise / oversee
- Teach
- Tell / narrate
- Transfer / submit / assign