

Certainly! Here's a simple framework for a supportive feedback tone during a performance review:

****Greeting and Introduction****

- Begin with a warm greeting.

"Hi [Employee's Name], I'm glad we have this time to connect and discuss your performance."

****Positive Acknowledgment****

- Start with what's going well.

"I want to start by acknowledging your efforts and contributions, especially in [specific project/task]. Your work in this area has been outstanding."

****Highlight Achievements****

- Mention specific achievements and their impact.

"For example, your ability to [specific achievement] has really helped our team achieve [specific outcome]. It's clear you have made a significant impact."

****Constructive Feedback****

- Provide feedback on areas for improvement.

"Looking at opportunities for growth, I think it would be beneficial to focus on [specific area]. Developing your skills here could enhance your impact even further."

****Suggestions for Development****

- Offer guidance and support.

"If you're open to it, I'd recommend exploring [resource/training]. I believe this could be a valuable opportunity for you."

****Encouragement and Future Outlook****

- Encourage and express confidence in their continued success.

"I'm confident that with your dedication, you'll continue to grow and excel. I'm here to support you along the way, so please feel free to reach out anytime for guidance."

****Closing****

- End on a positive note.

"Thank you for your hard work and commitment. I'm looking forward to seeing what you'll accomplish next."

Use this framework as a guide to structure your performance review discussions in a supportive and positive manner.