

Say It Like a Leader: The **SAFE** Feedback Starter Guide

Practical scripts and tools to give feedback
that builds trust.



Full Out Coaching



Feedback that Builds Trust, Not Tension

Feedback isn't about fixing people. It's about helping them **grow**.

Yet, too often, feedback conversations go sideways—too vague, too harsh, or too late.

The SAFE Feedback Framework is a straightforward way to structure your feedback so that people leave the conversation feeling clear, respected, and ready to grow.

You *can't* control how someone feels.

You *can* control what you say, when you say it, and how you partner in the process.

Say it when you see it—the good and the hard—both matter.

In this starter guide, you'll get:



1. The SAFE framework on one page



2. Two ready-to-use scripts (for clients or teams)



3. A 30-day feedback challenge you can use right away



4. A next step to keep the momentum going

The SAFE Feedback Framework

When feedback is delivered well, it fosters trust, confidence, and growth. SAFE gives you a structure that keeps conversations productive and human.

SPECIFIC

- Name what happened + the expectation gap
- Describe exactly what a camera would have captured without judgment. **Clarify what was expected vs. what occurred.**
- **Try saying:**
 - "In yesterday's meeting, we missed reviewing next steps. Our norm is to close with clear owners and dates."

- Define the next step forward
- Translate feedback into a doable **roadmap**: Who, What, When, How Often, etc.
- **Try saying:**
 - "Starting with tomorrow's sync, let's end with a quick 2-minute recap every time."

ACTIONABLE

FOCUSED ON GROWTH

- Frame it around growth
- Connect the feedback to the **bigger picture**, such as skills, habits, or capacity this will strengthen
- **Try saying:**
 - "This builds our clarity and follow-through muscle."

- Invite ownership and co-create solutions
- Acknowledge reality, offer support, and **invite their input** by asking open-ended questions so the other person feels a sense of **ownership**
- **Try saying:**
 - "What are you hearing as the expectation? What would make this easier next time?"

EMPATHETIC

Script 1: Team Member Example

Scenario:

A teammate fails to meet 24-hour response expectations for internal requests.

Vague feedback:

"You've got to be more responsive."

S

SPECIFIC

On Monday and Thursday, client inquiries went unanswered for over 24 hours; our standard is to respond the same day or provide a quick note confirming receipt.

A

ACTIONABLE

Starting today, let's reply within 24 hours—either with the answer or a brief confirmation, such as 'received, confirming by [time].

F

FOCUSED ON GROWTH

This strengthens our reliability and partnership muscle.

E

EMPATHETIC

What are you hearing as the expectation? What would help make this easier: a template message, a tracker, or check-ins?

Script 2: Client or Partner Example

Scenario:

A client keeps changing the project scope midstream.

Vague feedback:

"You're moving the goalposts."

S

SPECIFIC

We've added three new deliverables since sign-off, which change the original scope and aren't in alignment with our process of confirming before moving forward.

A

ACTIONABLE

Going forward, let's pause and choose Option A (swap existing assets) or Option B (extend timeline/budget) before proceeding.

F

FOCUSED ON GROWTH

This fosters decision clarity, enabling us to deliver quality without burnout.

E

EMPATHETIC

Which option aligns best with your priorities today?

Script 3: Your Turn

Scenario:

Describe what's going on: _____

Vague feedback:

The Feedback you would like to say: _____

S

SPECIFIC

A

ACTIONABLE

F

FOCUSED ON GROWTH

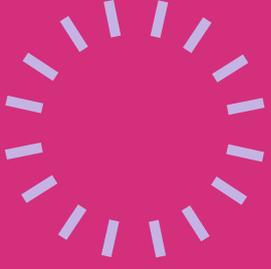
E

EMPATHETIC



The 30-Day Feedback Challenge

How to Build the Habit (1 minute a day)
Try one of these each day:



Deliver 1 SAFE note: Catch a behavior—good or bad—and frame it in SAFE.



Ask for feedback: "What's one thing I can do differently to make your work easier?"



Make deposits: Praise effort, celebrate wins, name impact.



Repeat for 30 days.



Within a month, your team will have a new culture of clarity—and you'll feel more confident speaking up in the moments that matter.



Bring SAFE to your team or event!

You've just learned the foundation. Now let's take it further.

Ways to go deeper:

- Book the *Say It Like a Leader* keynote or workshop
- Bring an on-site Conference Coaching to your next event.

✉ Let's connect: info@taneshalmoody.com

📣 Share your 30-Day Challenge wins on LinkedIn —
tag @TaneshalMoody

Because the best leaders don't avoid feedback.
They say it when they see it.

BOOK A COMPLIMENTARY
DISCOVERY CALL

MORE TOOLS +
RESOURCES

A B O U T

TANESHA L. MOODY

Tanesha Moody, MBA is an ICF-certified coach, leadership facilitator, and speaker who equips leaders and teams to communicate more clearly, give feedback with confidence, and lead with intention. Drawing from her experience in corporate leadership, professional theatre, and coaching, she helps organizations turn feedback into a tool for trust, growth, and alignment.

Want to bring SAFE Feedback™ to your team or event?

Book a complimentary 30-minute Partnership Call to explore fit, clarify your needs, and map next steps. Spots are limited—schedule yours today.

[BOOK A PARTNERSHIP
CALL](#)



Full Out Coaching

What is the C.L.E.A.R. Method?

The C.L.E.A.R. Method is a five-step framework I use with individuals, leaders, and teams to create lasting transformation.

C.

C – Clarify Your Purpose:

Name what matters most and why you're here.

L.

L – Live by Your Values:

Build a life that reflects what you care about.

E.

E – Embody Your Identity:

Own your story and show up as your whole self.

A.

A – Align with Courage:

Move forward even when fear tags along.

R.

R – Ripple Your Impact:

Make a difference from a place of overflow, not burnout.

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