

O T F D N

"Open The Front Door Now"

O - _____

Provide employee with a factual statement about what you just _____ .

T - Thoughts

Get employee's thoughts about the observation. This step provides both sides with an opportunity to speak and listen without emotion.

F - Feedback

Explaining the _____ gives you the chance to provide solid rationale that connects to something that positively impacts the employee.

D - Desire

State the desired _____ .

Avoid making a statement from a point of weakness or making a statement that is open to personal interpretation.

Be firm, concise, and extremely _____ when giving stated desire.

N - Next Time

If behavior needs to come to an abrupt halt, consequences must be spelled out in the event the behavior is observed in the future.

Link each incorrect behavior to a consequence that is _____ , consistent, enforceable, and applicable to everyone in the same situation.

The OFTDN formula is effective only if used in sequence; following a few of the steps will not achieve the desired result.

Keeping the law, keeping your cool, and keeping people on the _____ are 3 goals that can be achieved by using this simple formula.