**SANDWICH METHOD**

**STAGE I**

Firstly, a good message is being passed. At this stage, you should emphasize all of the good sides of his behaviour, clearly mentioning the positive aspects of the activities of the other person. This comment arouses positive emotions, which will help in the appropriate adoption of an information that require improvement. Keep in mind that your comment refers wit to the main topic and the past activities of the person.

**STAGE II**

Information at this stage is intended to indicate any areas for improvement, and exemplary methods of their solutions. It is important that, despite pointing to things that a given person did wrong, convey the information in such a way that it does not arouse negative emotions, give the person the opportunity to choose how to solve the problem and strengthen their autonomy . This will help identify concrete benefits that result on the introduction of solutions into force.

**STAGE III**

The last stage expresses faith in abilities, referring to proper experiences or approach towards work. Reminding about strong sides of the person is a big motivation to undertake new activities. It is also crucial to express will to help person, give advices etc.