When you raised your voice in the meeting this morning.

I felt embarrassed in front of the other members of staff: what made you do that?

I understand that you felt really frustrated about what happened with the team.

In future, I’d really appreciate you talking to me on a 1-1 basis if you have concerns about what action I’ve taken.
DESC example 2

1. DESCRIBE the behaviour in neutral language
   ‘When you said to Nicky how pretty her shirt was and what a fit body she has...’

2. EXPLAIN the effect of the behaviour on you
   ‘I felt uncomfortable and that what you said was inappropriate’

3. SHOW UNDERSTANDING recognise the feelings
   ‘You may not have had that intention...’

4. COMMUNICATE your request
   ‘In future I’d like you to avoid making remarks about any colleague’s appearance’
TIM, AT TIMES YOU COME UP AND HUG ME WHEN I'M AT MY DESK

1. DESCRIBE the behaviour in neutral language

'I feel very uncomfortable when you do that'

2. EXPLAIN the effect of the behaviour on you

'I'm sure you didn't intend to make me uncomfortable'

3. SHOW UNDERSTANDING recognise the feelings

'Could you please stop doing that'
Example 4

1. DESCRIBE the behaviour in neutral language
   `When you said to Nicky how pretty her shirt was and what a fit body she has....`

2. EXPLAIN why you are raising this
   `That was inappropriate`

3. COMMUNICATE your request
   `Please don’t make remarks about any colleague’s appearance'