

FICA Conference Planning

An effective way to hold a conference is through the use of a behavior impact feedback tool, like FICA. This tool uses the facts, impact, context, and action acronym to organize your conversation with the student. Complete the following chart before your meeting and use it to guide your discussion during the meeting.

Facts: What behavior did you witness the student exhibiting?	
Impact: As a result of this behavior, what happened?	
Context: How often has this or a similar incident happened in the past?	
Actions: What actions are you going to take to resolve the issue? What actions do you expect the student to take?	