

4-STEP APOLOGY GUIDE

This 4-step apology guide helps steer apologies away from a quick "I'm sorry" with no meaning, to a more sincere apology that acknowledges behaviors and provides opportunities for expressing remorse and making amends to those that have been harmed.

4-STEP APOLOGY

Step 1

"I'm sorry for _____"
(Acknowledge and apologize)

Step 2

"It was wrong because _____"
(Be reflective and accountable)

Step 3

"In the future I will _____"
(Take responsibility)

Step 4

"Will you forgive me?"
(Ask for forgiveness)