

# SEVEN TIPS FOR EFFECTIVE FEEDBACK



# 1

## BE SPECIFIC

When giving feedback, provide situational examples, "When you performed [specific action] on [specific time], you could improve this by [specific change] to allow for [specific result]".

# 2

## USE 360 FEEDBACK

Gather feedback from multiple sources to get a better understanding of where improvement is needed. This opens up the conversation to strengthen additional skills in multiple scenarios.

# 3

## SET A CADENCE

Choose a time and frequency that works best for you and the person you are providing feedback to. When both parties have feedback time scheduled and it is recognized as a priority, everyone becomes more focused and prepared for the conversation.

# 4

## ENCOURAGE DIALOGUE

Allow for the person you are giving feedback, to be a part of the conversation. Ask them, "Where do you feel you can use improvement?" "How best can I support you?" "Do you feel the feedback I have provided is helpful?"

# 5

## UTILIZE THE SANDWICH METHOD

This is a technique in which you begin the conversation with praise, followed by your critique, and ending with another example of something they have done well. This is designed to soften the criticism, and also ensures feedback discussions have a balance of strengths and weaknesses.

# 6

## AVOID GENERALIZATIONS

Instead of saying, "You never turn in anything on time," try stating, "I've noticed you have been falling behind on your work recently, How can we problem solve ways to help manage your workload?"

# 7

## ALIGN FEEDBACK WITH REALISTIC GOALS

Goals are effective markers of progression or regression. When goals are set, all parties understand there is a clear end point in mind. Set goals early, and write them down as a reference!