



CONSTRUCTIVE FEEDBACK (EVEN WHEN YOU'RE NOT TECHNICALLY "IN CHARGE!")

A 60-minute Webinar

1. Constructive feedback is _____.
2. _____.
3. Do it _____.
4. Be _____.
5. Keep it as _____ as possible.
6. Allow _____ and give feedback to help them learn.
7. Give _____ suggestions.

Use the **SMART** formula to finetune your feedback:

Specific

Measurable

Action-oriented

Realistic or **R**eachable

Time bound

Ask questions to clarify the goal of the feedback – and get specific:

- What needs to change, improve, begin, stop?

- How will we know when we have succeeded?

- Why is this important?

8. Provide reasons for _____.
9. Use _____ language.

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10. Don't make a point of _____; work toward a solution.
11. Keep in mind that feedback is meant to help someone _____.
12. Explain the _____ of taking the action you suggest.
13. Make it a _____ conversation.
14. Maintain their _____.
15. Your goal is to talk to them in a way that doesn't make them
_____.
16. Get _____ from the other person to make sure they understand.
17. Make constructive feedback a _____.
18. Constructive feedback is _____ not _____.
19. Be clear about _____.
20. Remember that learning to give good feedback will also grow your _____.

THINK OF A TIME WHEN YOU RECEIVED EFFECTIVE FEEDBACK – WHAT MADE IT EFFECTIVE?

WHAT ARE SOME QUESTIONS YOU COULD ASK THE OTHER PERSON WHEN YOU'RE GIVING FEEDBACK?

WHAT ARE SOME OF THE MORE FREQUENT ISSUES THAT POP UP FOR WHICH YOU NEED TO GIVE FEEDBACK?

WHAT TIPS CAN YOU GIVE OTHERS IN TODAY'S WEBINAR?