HOW TO GIVE FEEDBACK IN 6 EASY STEPS

Set the context

Begin by clearly defining the purpose of the feedback session, emphasizing that the goal is to aid in improvement, not to criticize.

Describe specific action and express impact

Clearly state the actions or behaviors you observed. Avoid making generalizations. Share how the observed actions impacted you or the team. Use "I" statements to keep the feedback personal and less accusatory.

Invite responce

Allow the recipient to share their perspective. Use open-ended questions to facilitate discussion, such as, "How do you see this situation?" or "What are your thoughts on this feedback?"

Engage in Constructive Discussion

Focus the conversation on exploring solutions or ways to improve, steering clear of blame or defensive responses.

Summarize and Agree on Next Steps

Recap the main points discussed to ensure mutual understanding and agreement on any action plans or changes.

Express Appreciation

Conclude by thanking the recipient for their time and for engaging in the feedback process, recognizing their willingness to listen and adapt.