

# Giving Feedback

TAKEAWAYS

Use this when you need to give feedback in frequent, constructive, and positive ways.

## Apply

### Take time to do the following:

- How has feedback helped you the past? What made it helpful?
- How can you be a model of the two-step feedback process (1. Share a specific observation. 2. Describe the impact or outcome.) with your team?

## Discuss

### Discuss the following questions with colleagues or with your team:

- What makes feedback effective? How effective is the feedback we give each other?
- What are the one or two things we need to do differently to improve the quality of the feedback we give each other?

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Note: This is part of FranklinCovey's *The 4 Essential Roles of Leadership*™ solution.