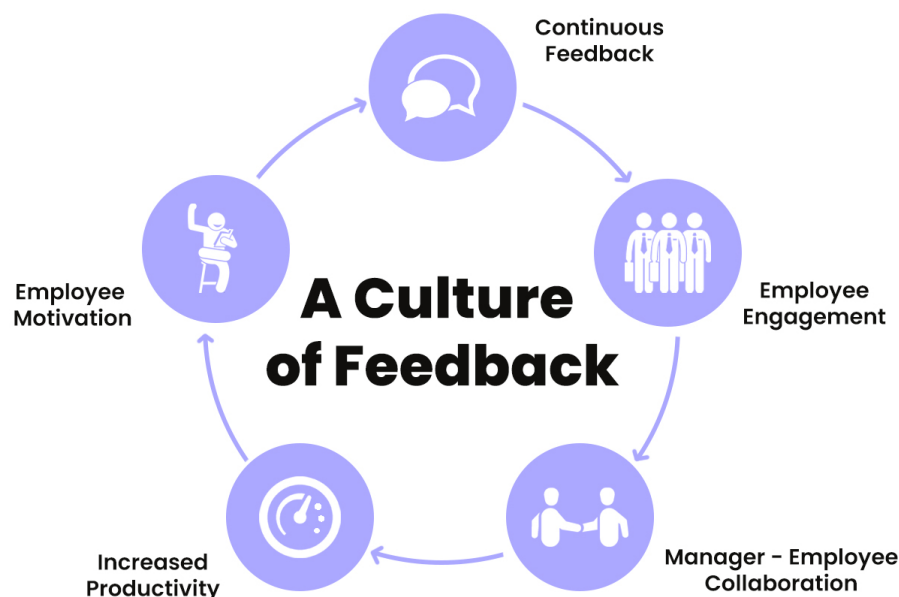# Effective Feedback Guide

Feedback is an essential component of a learning and performance culture. Feedback is most beneficial if ongoing (which ensures no surprises) and is intended to support employee performance and development. It also applies to both positive and constructive situations.

By providing timely, constructive and candid feedback to your employees about their performance and career objectives, you will be an important part of their developement and success.

Delivering Positive Feedback:

-State your expectations and describe the standards you have for the situation

-Describe your observations and tell the employee what he/she did that you want to give feedback on. Be specific, focus on behavior and give examples

-Share your assessment by describing how the behavior impacted the department or project
-Be objective

Feedback Has A Direct Impact on Our Work:

-Gives Clarity

-Builds Confidence and self esteem

-Demonstrates care and involvement

-Makes an employee feel acknowledged

-Creates Enthusiasm

-Demonstrates care and involvement

-Makes an employee feel acknowledged

Why We Should Provide Regular Feedback:

-Gives us specific information to help us improve

-Makes performance expectations clear from the start

-Heightens effecifiency by reducing resentment, buildup, etc.

-Stregnthens relationships

Examples of Positive Feedback:

"Great job on taking on new responsibilities and stepping up in your role."

"Amazing job on last week's report out to the department. Keep up the good work."

A Culture of Feedback

- Continuous Feedback
- Employee Engagement
- Manager - Employee Collaboration
- Increased Productivity
- Employee Motivation

Effective Feedback Guide

Delivering Constructive Feedback:

-Describe the standards or expectations you have for the situation

-Describe your observations by telling the employee what he/she did that you want to give feedback on.

-If the behavior should be changed, offer suggestions on what to do differently or how to improve

Examples of Constructive Feedback:

"Thanks for letting me know you're running behind schedule on this project. Let's take a look at your goals and see how you are spending your time."

"Hey, I noticed you weren't in our last few meetings. I'm concerned that you may have missed some important information and that it will be difficult for other team members to sync up with you. I'd like to take the time to go over what you missed now. Then, let's work out a plan together so this doesn't continue in the future."

Why We Should Provide Constructive Feedback:

-It lets people know how to execute a task more effectively

-It steers actions;communicates what needs to change

-It increases the person's self-awareness

-It is the foundation of all development

-It gives a bigger picture to the employee

Guidelines for Feedback Success:

-Act sooner rather than later

-Check your intentions

Dialogue!!! Treat feedback as a shared responsiblity

-Confirm mutual understanding

-Keep your emotions in check

-Respect differences