

Feedback, the right way.

WHY - CHECK YOUR MOTIVES

Before giving feedback, remind yourself WHY you are doing it. The purpose is to improve the situation or person's performance for the greater good of business goals, not to have a 'vent'. You won't accomplish much by being harsh, critical or offensive.

HOW - ENVIRONMENT & TIMING

Be prepared to receive feedback too. For this reason, and for consideration of the other person, think about the where and when for the feedback to take place.

WHAT - TO SAY & NOT TO SAY

Generalised comments don't provide enough information for people to know how or what to improve. When providing feedback, try limit it to 1 or 2 points as to not overwhelm!



Feedback



**(1.5M AWAY OF COURSE!)
FEEDBACK DELIVERED WELL, IS
RECEIVED WELL!**



Feedback



**NO ONE SHOULD BE LEFT FEELING
CONFUSED OR INSECURE ABOUT THE
CONVERSATION OR THEIR POSITION**