

CheatSheet: Managing Feedback

COMMUNICATION

- PDF Link: [cheatsheet-feedback-A4.pdf](#), Category: Communication
- Blog URL: <https://cheatsheet.dennyzhang.com/cheatsheet-feedback-A4>
- Related posts: Cheatsheet: Driver License, Cheatsheet Travel, [#denny-cheatsheets](#)

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1.1 Principle

Name	Comment
Use COIN model to seek and give feedbacks	Context, Observations, Impact and Next steps
Get Feedback as part of our day-to-day work and life	Make seeking feedback a habit
Solicit input from trusted contacts	e.g, managers, peers or advisors
Avoid false or unconscious assumptions	
Feedback sandwich may be confusing	To concise and direct, yet polite
Fact-based vs feeling-based	
Impact statements vs Observation statements	

1.2 Category

Name	Comment
Seek feedback	
Give feedback	
Receive feedback	

1.3 More Resources

License: Code is licenfeedback under MIT License.