

Feedback Styles

Given with Care

To be useful, feedback requires the giver to feel concern for and to care for the person receiving feedback - to want to help, not to hurt the other person.

Given with Attention

It is important to pay attention to what you are doing as you give feedback. This helps you to engage in a two-way exchange with some depth of communication.

Invited by the Recipient

Feedback is most effective when the receiver has invited the comments. This provides a platform for openness and some guidelines and it also gives the receiver an opportunity to identify and explore particular areas of concern.

Directly Expressed

Good feedback is specific and deals clearly with particular incidents and behavior. Making vague statements is of little value. The most useful help is direct, open, and concrete.

Fully Expressed

Effective feedback requires more than a bald statement of facts. Feelings also need to be expressed so that the receiver can judge the full impact of his behavior.

Uncluttered by Evaluative Judgments

Often it is helpful not to give feedback composed of judgments or evaluations. If you wish to offer judgments, then it is necessary to clearly state that these are matters of subjective evaluation and then to simply describe the situation as you see it and let the other person make the evaluation.

Well Timed

The most useful feedback is given when the receiver is receptive to it and is sufficiently close to the particular event being discussed for it to be fresh in his/her mind. Storing comments can lead to a build-up of recriminations and reduces the effectiveness of feedback when it is finally given.

Readily Actionable

The most useful feedback centers around behavior that can be changed by the receiver. Feedback concerning matters outside the control of the receiver is less useful. It is often helpful to suggest alternative ways of behaving that allow the receiver to think about new ways of tackling old problems.

Checked and Clarified

If possible, feedback should be checked out with other people to explore whether one person's perceptions are shared by others. This is especially useful in a training group and also can be promoted in a work team. Different viewpoints can be collected and assimilated, points of difference and similarity clarified, and a more objective picture developed.

Feedback Styles

How I Prefer to **Receive** Feedback

Feedback Style	Why These Styles Are Valuable For Me
<input type="checkbox"/> Given with Care <input type="checkbox"/> Given With Attention <input type="checkbox"/> Invited By The Recipient <input type="checkbox"/> Directly Expressed <input type="checkbox"/> Fully Expressed <input type="checkbox"/> Uncluttered By Evaluative Judgments <input type="checkbox"/> Well Timed. <input type="checkbox"/> Readily Actionable <input type="checkbox"/> Checked And Clarified	

How I Typically **Offer** Feedback

Feedback Style	Why These Styles Are Effective For Me
<input type="checkbox"/> Given with Care <input type="checkbox"/> Given With Attention <input type="checkbox"/> Invited By The Recipient <input type="checkbox"/> Directly Expressed <input type="checkbox"/> Fully Expressed <input type="checkbox"/> Uncluttered By Evaluative Judgments <input type="checkbox"/> Well Timed. <input type="checkbox"/> Readily Actionable <input type="checkbox"/> Checked And Clarified	

Feedback Styles

How My Team Prefers to Receive Feedback

Team Member		Prefer to Receive	Typically Offer
Name:		<input type="checkbox"/> Given with Care <input type="checkbox"/> Given With Attention <input type="checkbox"/> Invited By The Recipient <input type="checkbox"/> Directly Expressed <input type="checkbox"/> Fully Expressed <input type="checkbox"/> Uncluttered By Evaluative Judgments <input type="checkbox"/> Well Timed. <input type="checkbox"/> Readily Actionable <input type="checkbox"/> Checked And Clarified	<input type="checkbox"/> Given with Care <input type="checkbox"/> Given With Attention <input type="checkbox"/> Invited By The Recipient <input type="checkbox"/> Directly Expressed <input type="checkbox"/> Fully Expressed <input type="checkbox"/> Uncluttered By Evaluative Judgments <input type="checkbox"/> Well Timed. <input type="checkbox"/> Readily Actionable <input type="checkbox"/> Checked And Clarified
Notes:			
Name:		<input type="checkbox"/> Given with Care <input type="checkbox"/> Given With Attention <input type="checkbox"/> Invited By The Recipient <input type="checkbox"/> Directly Expressed <input type="checkbox"/> Fully Expressed <input type="checkbox"/> Uncluttered By Evaluative Judgments <input type="checkbox"/> Well Timed. <input type="checkbox"/> Readily Actionable <input type="checkbox"/> Checked And Clarified	<input type="checkbox"/> Given with Care <input type="checkbox"/> Given With Attention <input type="checkbox"/> Invited By The Recipient <input type="checkbox"/> Directly Expressed <input type="checkbox"/> Fully Expressed <input type="checkbox"/> Uncluttered By Evaluative Judgments <input type="checkbox"/> Well Timed. <input type="checkbox"/> Readily Actionable <input type="checkbox"/> Checked And Clarified
Notes:			
Name:		<input type="checkbox"/> Given with Care <input type="checkbox"/> Given With Attention <input type="checkbox"/> Invited By The Recipient <input type="checkbox"/> Directly Expressed <input type="checkbox"/> Fully Expressed <input type="checkbox"/> Uncluttered By Evaluative Judgments <input type="checkbox"/> Well Timed. <input type="checkbox"/> Readily Actionable <input type="checkbox"/> Checked And Clarified	<input type="checkbox"/> Given with Care <input type="checkbox"/> Given With Attention <input type="checkbox"/> Invited By The Recipient <input type="checkbox"/> Directly Expressed <input type="checkbox"/> Fully Expressed <input type="checkbox"/> Uncluttered By Evaluative Judgments <input type="checkbox"/> Well Timed. <input type="checkbox"/> Readily Actionable <input type="checkbox"/> Checked And Clarified
Notes:			

Feedback Styles

How My Team Prefers to Receive Feedback

Team Member	Prefer to Receive	Typically Offer
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