**1.What is called feedback and its types?**

**Feedback** is information or a response given about someone's work, performance, or behavior. It helps the person understand how they are doing and what they can improve.and thear is two types of feedback

 **Positive Feedback**: Praises what was done well and encourages continued good work.

* Example: "Great job on the presentation! Your slides were very clear."

 **Constructive Feedback**: A mix of positive and negative feedback, focusing on improvement with specific suggestions.

* Example: "Your ideas were strong, but you could make them clearer by adding more examples."

**2.Importance of feedback at work place**

Feedback in the workplace is vital for growth and improvement. It clarifies expectations, boosts motivation, enhances communication, and helps solve problems early. Positive feedback builds confidence, while constructive feedback fosters development and innovation.

**3.How to manage feedback**

To manage feedback effectively, stay open-minded, listen carefully, ask for clarification, remain calm, reflect on the feedback, take action on the suggestions, and follow up to ensure improvements are working.