**How Well Do I Receive Feedback?**

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|  | **Rarely** | **Sometimes** | **Mostly** |
| I use my best listening skills when I receive feedback. |  |  |  |
| I try to listen to the information given and not react emotionally. |  |  |  |
| I try to see the giver's point of view. |  |  |  |
| I am willing to accept that there may be concerns about my behaviour, and I am willing to learn from the discussion. |  |  |  |
| I seek to turn every feedback session into a useful learning session. |  |  |  |
| I am responsible for resolving my performance and behaviour problems. |  |  |  |
| I accept responsibility for searching solutions to performance and behavioural problems. |  |  |  |
| I am committed to listening and learning in all feedback sessions. |  |  |  |

**How Well Do I Give Feedback?**

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|  | **Rarely** | **Sometimes** | **Mostly** |
| I give feedback in a private place in a timely manner |  |  |  |
| I give feedback when my emotions are in control and I am calm. |  |  |  |
| The feedback I give is specific and detailed, and related to his/her behavior or performance. |  |  |  |
| I explain the impact of his/her actions have on self and others at the present and future |  |  |  |
| I give the other person a chance to respond and I listen carefully. |  |  |  |
| I check the other person's understanding of the behavior/ performance/academic expectations |  |  |  |
| I thank the other person for the discussion and give encouragement for desired behavior. |  |  |  |
| The other person and I develop an action plan for meeting behavioral/ performance/ academic targets |  |  |  |
| When the conversation leads away from the topic, I bring the discussion back on track. |  |  |  |
| I try to understand the other person's point of view. |  |  |  |

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| **Areas of Strength and Improvement** | | |
| **Giving**  **Feedback** | **Strengths** | **Improvement** |
| 1.I have the ability to lift certain weights or perform specific exercise.  2. I use my best listening skills when I receive feedback.  3. I am responsible for resolving my performance and behaviour problems.  4. I accept responsibility for searching solutions to performance and behavioral problems.  5. I am committed to listening and learning in all feedback sessions.  6.My current ability is to recall  information. | 1.Now increasing endurance, mastering new workouts, or achieving fitness goals like running longer distances or lifting heavier weights.  2. I thank the other person for the discussion and give encouragement for desired behaviours.  3. I give the other person a chance to respond, and I listen carefully.  4. When the conversation leads away from the topic, I bring the discussion back on track.  5. I try to understand the other person's point of view.  6. I try to involve practicing memory Techniques, staying mentally active, and adopting strategies like regular cognitive exercises to enhance memory capacity over time. |
| **Receiving Feedback** | Strengths | Improvement |
| Gracefully accepting feedback during a project review and maintaining composure. | Actively seeking input from colleagues on specific aspects of work, setting goals based on received feedback,and implementing those suggestions. |