**Name: Kunal Baghele**

**Soft Skill Assignment**

**Feedback (Strength and Improvement)**

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| **Areas of Strength and Improvement** | | |
| **Giving**  **Feedback** | **Strengths** | **Improvement** |
| * Give feedback in positive manner. * Clearly tell what they did well. * Highlight the strength. | * Ensure that feedback is clearly and easily understood. * Avoid being always positive while giving feedback. |
| **Receiving Feedback** | Strengths | Improvement |
| * Open to feedback without defensiveness. * Listen actively to fully understand the feedback. * Thankful to the person who gave feedback. | * I feedback is not clear, should ask for clarification. * See feedback in positive way for personal and professional development. * Prioritize the areas of improvement. * Focus on most critical feedback first. |