**Q:1 What is called feedback and its types?**

Ans : Feedback is a process through which information about the results of an action or behaviour is provided, allowing for adjustments and improvements.

There is two type of feedback

1. Positive Feedback
2. Negative Feedback

1) Positive Feedback: Reinforces and encourages a particular behaviour or outcome. It affirms that what is being done is effective and should be continued.

2) Negative Feedback: Points out areas that need improvement or correction. It highlights deficiencies or problems, guiding the recipient toward better performance or behaviour.

Q:2 Importance of feedback at workplace.

Ans : Performance improve, Identified strength and weakness, Skill enhancement, Learning Opportunities, Recognize and validation, Improves Communication, Fosters Collaboration, Supports Goal Achievement

Q:3 How to manage feedback?

Ans : Be specified and clear

Timing and Setting,

Focus to improve

Balance Positive and Negative

Choose the Right Time

Private Setting

Be Empathetic and Respectful

Follow Up