

Giving feedback

Behaviours

- Have specific examples of behaviours, not traits or emotions

Actionable and future-focused

- Outline specific places for improvement
- Highlight successful behaviours and techniques

Relevant

- Align the feedback with the goal

Receiving feedback

Receive

- Set expectations and boundaries
- State your goals

Reflect

- Ask clarifying questions
- Take notes

Respond

- Decide if you want to act on the feedback
- You don't have to decide immediately