

LEAD MENTORING PROGRAM
LEADERSHIP EXCELLENCE, ACHIEVEMENT, AND DEVELOPMENT
Feedback Tips and Strategies

| What You Can Do | Tips | Strategies |
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| Seek Feedback | Be proactive about getting feedback from your mentor. | Be specific and descriptive when asking for feedback. Make sure that what you are asking for is clear and understandable. Be sensitive to her time. |
| Receive Feedback | See feedback as a gift and an opportunity for improvement. Be receptive and keep an open mind. Avoid being defensive. | Be focused. Listen and really hear. Acknowledge your mentor's point of view. Thank your mentor for her input. |
| Accept Feedback | Think about the positive messages you heard. Reflect on the information that surprised you. Challenge your own thinking. | Take time to digest the feedback. Catch yourself being defensive. Look for ways in which the feedback will help your self-development. Discuss your insights with your mentor. |
| Act on Feedback | Focus on your goals and priorities. Check in with yourself periodically to determine how you are doing. Move forward. | Develop an action plan. Communicate your plan to your mentor. Continuously look for ways to integrate what you've learned from the feedback you received. |
| Give Feedback | Direct feedback toward something that is changeable. Offer feedback when it is most timely and relevant. | Set a context. Be specific and descriptive. Be nonjudgmental. Be authentic. Be respectful of differences. |

Adapted from Lois J. Zachary, *The Mentee's Guide: Making Mentoring Work for You*