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Assignment: Interpersonal Development Assignment #5 Giving & Receiving Feedback

Class: CEP 300 V Human Relations Training

Instructor: Kerstin L. Miller

**Giving and Receiving Feedback: Time to Practice**

**It takes practice to develop the ability to effectively deliver both positive and constructive feedback. Throughout the next week, practice offering feedback to at least one person each day. Use this worksheet as a tool for documenting and monitoring your progress.**

**\*\*\*Your safety is most important. If you live with someone or are regularly around someone, please try to practice reflective listening in-person. However, given the recent self-quarantines, please feel free to complete this via virtual communication (i.e. phone call, written chat, video chat).**

**Entry 1:**

The person I offered feedback to: A female friend

Day and time: Saturday 2am

Type of feedback (positive or constructive?): constructive

Rate how effectively you think you were at delivering the feedback (See worksheet for numerical ratings and type the number that expresses your honest reflection next to the following items)

* Focused on observation rather than inference: 4
* Took ownership of the feedback: 4
* Were mindful of your timing: 3
* Offered feedback that was clear, specific, and provided examples: 4
* Solicited feedback from the receiver: 3

Notes: Use the space below to reflect on why you rated yourself the way that you did above. What were your reactions to this exercise? What did you do that was effective? Identify areas of growth or improvement: (minimum 100 words): I think I did okay for this feedback exercise. For this practice I used the game Apex Legends to give feedback. I tried to give constructive feedback because we were losing a lot of games and my friend was getting frustrated. The feedback I offered were just some tips about different tactics we could use to help us win the game. I think I did well in taking ownership, because my feedback was full of “I think”. I was also able to focus on observation since we were in the same squad in the game. Maybe I shouldn’t have given it when she was so frustrated though, I could be more mindful of that timing.

**Entry 2:**

The person I offered feedback to: a group member

Day and time: Sunday 3pm

Type of feedback (positive or constructive?): positive

Rate how effectively you think you were at delivering the feedback (See worksheet for numerical ratings and type the number that expresses your honest reflection next to the following items)

* Focused on observation rather than inference: 4
* Took ownership of the feedback: 4
* Were mindful of your timing: 4
* Offered feedback that was clear, specific, and provided examples: 4
* Solicited feedback from the receiver: 3

Notes: Use the space below to reflect on why you rated yourself the way that you did above. What were your reactions to this exercise? What did you do that was effective? Identify areas of growth or improvement: (minimum 100 words): Today I practiced giving feedback to a member of one of my groups for a class project. I gave positive feedback as he had created some login pages for our site and implemented some server functionality. I did well on focusing on observation as I could physically see what he had built for our project. I also made sure I took complete ownership of my feedback and didn’t try speaking for the group but rather just myself. I believe timing was good as we gave a demo in class and the professor liked it. I believe the feedback to have also been clear and well-received by the group member. I need to work more on soliciting feedback, however.

**Entry 3:**

The person I offered feedback to: a male friend

Day and time: Monday 11am

Type of feedback (positive or constructive?): constructive

Rate how effectively you think you were at delivering the feedback (See worksheet for numerical ratings and type the number that expresses your honest reflection next to the following items)

* Focused on observation rather than inference: 4
* Took ownership of the feedback: 4
* Were mindful of your timing: 4
* Offered feedback that was clear, specific, and provided examples: 4
* Solicited feedback from the receiver: 3

Notes: Use the space below to reflect on why you rated yourself the way that you did above. What were your reactions to this exercise? What did you do that was effective? Identify areas of growth or improvement: (minimum 100 words): Today I focused this exercise on giving feedback to a friend. He was feeling down and unmotivated due to the pandemic and online classes. For feedback I offered some advice on things he could do to get motivated again and finish school strong. I believe the feedback to be clear and focused on observations as we’re talking online constantly, and I’ve been able to observe behaviors over the internet. I was also able to give plenty of examples with my feedback. I feel that the timing was good because we’re close to the end of the semester, and we’re graduating at the same time, so it seemed appropriate to give this feedback.

**Entry 4:**

The person I offered feedback to: a male friend

Day and time: Tuesday 2am

Type of feedback (positive or constructive?): positive

Rate how effectively you think you were at delivering the feedback (See worksheet for numerical ratings and type the number that expresses your honest reflection next to the following items)

* Focused on observation rather than inference: 5
* Took ownership of the feedback: 5
* Were mindful of your timing: 4
* Offered feedback that was clear, specific, and provided examples: 5
* Solicited feedback from the receiver: 4

Notes: Use the space below to reflect on why you rated yourself the way that you did above. What were your reactions to this exercise? What did you do that was effective? Identify areas of growth or improvement: (minimum 100 words): Today’s exercise was based on some feedback that I gave to a friend. This friend has taken up video game streaming now that we are home due to the pandemic. I offered him some positive feedback because he streamed while we played together, and he was genuinely engaging with his audience. This feedback was based solely on observation because I was featured in the stream and was watching the stream chat on another monitor. I was able to take full ownership of this feedback, and I believe the timing is appropriate because he’s just starting out and I wanted to encourage him to continue. I also finally remembered to solicit feedback and although it wasn’t much, it was positive.

**Entry 5:**

The person I offered feedback to: my girlfriend

Day and time: Wednesday 4pm

Type of feedback (positive or constructive?): positive

Rate how effectively you think you were at delivering the feedback (See worksheet for numerical ratings and type the number that expresses your honest reflection next to the following items)

* Focused on observation rather than inference: 5
* Took ownership of the feedback: 5
* Were mindful of your timing: 5
* Offered feedback that was clear, specific, and provided examples: 5
* Solicited feedback from the receiver: 4

Notes: Use the space below to reflect on why you rated yourself the way that you did above. What were your reactions to this exercise? What did you do that was effective? Identify areas of growth or improvement: (minimum 100 words): Today I practiced giving feedback to my girlfriend who was writing a big report for one of her classes. She asked me to proofread her report, so I felt that this was fitting for the exercise. The feedback was completely focused on observation because I read the report, and I took complete responsibility of my feedback. I feel timing deserved a 5 here because she specifically asked for the feedback. I also believe that I was clear with my feedback. I solicited feedback from the receiver this time as well. The receiver agreed with my assessment of my own feedback and said it was beneficial to her.

**Entry 6:**

The person I offered feedback to: a female friend

Day and time: Thursday 2am

Type of feedback (positive or constructive?): positive

Rate how effectively you think you were at delivering the feedback (See worksheet for numerical ratings and type the number that expresses your honest reflection next to the following items)

* Focused on observation rather than inference: 5
* Took ownership of the feedback: 5
* Were mindful of your timing: 4
* Offered feedback that was clear, specific, and provided examples: 5
* Solicited feedback from the receiver: 2

Notes: Use the space below to reflect on why you rated yourself the way that you did above. What were your reactions to this exercise? What did you do that was effective? Identify areas of growth or improvement: (minimum 100 words): Once again I decided to practice feedback with a friend while we played Apex Legends. This time however we were doing good in our games and we won a couple of games. Therefore, I felt that some positive feedback was due. I gave a 5 for observation because we were in the game together and on the same squad. I have also kept my trend of being responsible for all of my feedback. The timing was good since we were still playing the game, and I was able to provide specific examples from each game we played. However due to the fast-paced nature of Apex Legends, I didn’t really get a chance to ask for feedback and I ended up forgetting about it. So I still need to work on this aspect.

**Entry 7:**

The person I offered feedback to: a group member

Day and time: Friday 9am

Type of feedback (positive or constructive?): positive

Rate how effectively you think you were at delivering the feedback (See worksheet for numerical ratings and type the number that expresses your honest reflection next to the following items)

* Focused on observation rather than inference: 5
* Took ownership of the feedback: 5
* Were mindful of your timing: 5
* Offered feedback that was clear, specific, and provided examples: 5
* Solicited feedback from the receiver: 2

Notes: Use the space below to reflect on why you rated yourself the way that you did above. What were your reactions to this exercise? What did you do that was effective? Identify areas of growth or improvement: (minimum 100 words): For this exercise, I practiced feedback with a group member of a different class than the other entry. This is a group for a geography class, and we are working together to create a project. Being an avid outdoorsman, he brought a lot of good personal experience and pictures into the project. I gave a score of 5 for observation since I based the feedback on his work and participation for the project. I still take full responsibility of my feedback. The timing was appropriate since the project is ongoing. I feel that I gave appropriate examples in my feedback as well. Where I didn’t do well was soliciting feedback. This is because I don’t know this group member personally, so I held back on asking them for feedback.