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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

**Entry 2:**

The person I offered feedback to:

Day and time:

Type of feedback (positive or 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:
* Took ownership of the feedback:
* Were mindful of your timing:
* Offered feedback that was clear, specific, and provided examples:
* Solicited feedback from the receiver:

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):

**Entry 3:**

The person I offered feedback to:

Day and time:

Type of feedback (positive or 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:
* Took ownership of the feedback:
* Were mindful of your timing:
* Offered feedback that was clear, specific, and provided examples:
* Solicited feedback from the receiver:

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):

**Entry 4:**

The person I offered feedback to:

Day and time:

Type of feedback (positive or 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:
* Took ownership of the feedback:
* Were mindful of your timing:
* Offered feedback that was clear, specific, and provided examples:
* Solicited feedback from the receiver:

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):

**Entry 5:**

The person I offered feedback to:

Day and time:

Type of feedback (positive or 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:
* Took ownership of the feedback:
* Were mindful of your timing:
* Offered feedback that was clear, specific, and provided examples:
* Solicited feedback from the receiver:

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):

**Entry 6:**

The person I offered feedback to:

Day and time:

Type of feedback (positive or 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:
* Took ownership of the feedback:
* Were mindful of your timing:
* Offered feedback that was clear, specific, and provided examples:
* Solicited feedback from the receiver:

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):

**Entry 7:**

The person I offered feedback to:

Day and time:

Type of feedback (positive or 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:
* Took ownership of the feedback:
* Were mindful of your timing:
* Offered feedback that was clear, specific, and provided examples:
* Solicited feedback from the receiver:

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):