

Importance of giving and
receiving feedback
&
Guidelines to give and
receive feedback.

Importance of Giving Feedback:

- 1.Promotes Improvement and Growth**
- 2.Fosters Learning**
- 3.Encourages Open Communication**
- 4.Supports Teamwork**
- 5.Builds Confidence and Motivation**

Importance of Receiving Feedback:

- 1. Self-Reflection and Awareness**
- 2. Improves Skills and Performance**
- 3. Develops Resilience**
- 4. Fosters Lifelong Learning**

Guidelines for Giving Feedback

Be Specific and Objective:

- Focus on specific behaviors or outcomes rather than general comments. Instead of saying, "You need to do better," say, "I think you could improve your presentation by practicing your timing and focusing on clarity in each slide."

Use the "SBI" Model (Situation-Behavior-Impact):

- **Situation:** Describe the context where the behavior occurred.
- **Behavior:** Specify the exact behavior observed.
- **Impact:** Explain the effect of the behavior on others or the project.

Be Constructive, Not Destructive:

- Aim to provide feedback that helps, not hurts. Frame criticism in a way that the person feels motivated to improve rather than demoralized.

Balance Positive and Negative Feedback:

- Always provide a mix of positive reinforcement and constructive criticism to encourage progress while acknowledging strengths.

Be Timely:

- Offer feedback soon after the action or event, while it's still fresh in everyone's minds. This allows for immediate improvements.

Be Empathetic and Respectful:

- Remember that feedback is about improvement, not belittling. Be considerate of the person's feelings and context.

Encourage Dialogue:

- Give the person the opportunity to ask questions or clarify points. Feedback should be a two-way conversation, not a one-way directive.

Guidelines for Receiving Feedback

Be Open and Receptive:

- Approach feedback with an open mind, and be willing to listen without getting defensive. View feedback as a tool for growth, not as criticism.

Clarify and Ask for Examples:

- If the feedback is unclear, ask for specific examples so that you can understand exactly what can be improved.

Reflect and Don't Take It Personally:

- Separate your personal feelings from the feedback. The goal is to improve the work, not your personal worth.

Act on Feedback:

- Take action on the feedback you receive. This shows that you value the input and are committed to improving.

Seek Regular Feedback:

- Don't wait for formal reviews. Actively ask for feedback from peers, mentors, and professors to ensure continuous improvement.

Express Gratitude:

- Appreciate the time and effort someone took to give you feedback, even if it's hard to hear. Thanking others shows maturity and respect.

Follow Up:

- After implementing feedback, check in with the person to see if the changes you made addressed their concerns and ask for further suggestions.

Examples of destructive feedback:

- "You never participate in the discussions. You're not helping."
- "You missed a lot of things. It's not good."
- "This is just a mess. You need to rewrite everything."
- "This is wrong. Try something else."
- "Your drawings are just awful. I can't even look at them."
- "Your code is terrible, fix it."
- "You're always late with your tasks. Get it together."
- "You never contribute to the team."
- "Your presentation was boring."
- "Your report is bad. It doesn't make sense."

Key Characteristics of Bad Feedback:

- Vague
- Non-Actionable
- Harsh
- Generalized
- Disrespectful

Examples of constructive feedback:

- "Your project report provides a lot of great information, but I noticed that some sections could be more detailed, especially the analysis section. For example, when you discuss the design specifications, it would be helpful to include more data to support your conclusions. This would help make your analysis more compelling and easier to follow."

- "You did a good job explaining the core concepts in your presentation, but I think it would be more engaging if you used fewer slides with more visuals. The slides were a bit text-heavy, which made it hard for the audience to keep up. Try using more diagrams or graphs to visually explain your points. This could help maintain the audience's attention and make your key points clearer."

- "You've contributed some strong ideas to the team, but there were a few instances where communication could have been stronger. For example, during our last meeting, it seemed like you weren't aware of the changes we made to the design. Moving forward, it would be great if you could stay more actively involved in our team discussions so we can ensure everyone is on the same page."

- "You have great technical skills, but I've noticed that you're often running behind schedule with your tasks. This can sometimes affect the overall progress of the project. Perhaps setting more specific intermediate deadlines or breaking your tasks into smaller, manageable chunks could help you stay on track and meet the deadlines more consistently."

- "Your code is functional, but I noticed that it could be more efficient. For example, instead of using a nested loop to process data, consider using a more optimized algorithm that reduces complexity. You might also want to add more comments to your code to explain the logic behind certain sections, as this will make it easier for others to understand your work in the future."

- "Your design looks solid, but some of the dimensions in your engineering drawings could be clearer. For instance, the scale you're using isn't very consistent, which may lead to confusion when the design is being manufactured. I would recommend reviewing your drawings to ensure they are to scale and include all the necessary annotations for the construction team to follow."

- "You approached the problem from an interesting angle, but I think it would be more effective if you tested multiple possible solutions before committing to one. It might help to develop a few prototypes and evaluate them against each other to ensure you are choosing the most efficient and reliable solution. This iterative approach could lead to a better final outcome."

- "Your documentation is clear and thorough, but I think it could benefit from a stronger introduction. Right now, it jumps directly into technical details without providing enough background information for someone unfamiliar with the topic. Adding a brief summary of the problem, objectives, and methods at the beginning would help readers better understand the context of your work."

- "You did a great job on the overall design, but I noticed a few small errors in the details. For example, there were some inconsistencies in the units you used in your calculations. It would be helpful to double-check your work for these small mistakes, as they can have a significant impact on the accuracy of your final solution."

- "I appreciate the contributions you've made so far, but I think you could take more initiative in team meetings. Sometimes you wait for others to take the lead, but your insights could really help shape the direction of the project. Try to speak up more often and offer your ideas when you have them."

- **What are the Key Characteristics of Constructive Feedback?**

Key Characteristics of Constructive Feedback:

- **Specific**
- **Actionable**
- **Balanced**
- **Respectful**