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Beginner lessons for Feedback

Master the Art of Giving and Receiving Feedback!

DEFINITION

> Feedback is information provided about performance or behavior to improve future actions. It helps individuals understand their strengths and areas for growth.

KEY CONCEPTS

Types of Feedback

Feedback can be positive, constructive, or negative, each serving different purposes.

The Feedback Sandwich

This technique involves starting with positive feedback, followed by constructive criticism, and ending with more positive remarks.

Active Listening

Engaging fully with the speaker to understand their message before responding is crucial for effective feedback.

Specificity

Providing clear, specific examples in feedback helps the receiver understand exactly what to improve.

Timeliness

Giving feedback soon after an event ensures it is relevant and fresh in the receiver's mind.

EXAMPLES

→ Great job on your presentation! I loved your visuals.

→ Next time, try to speak a bit slower for clarity.

→ Your report was well-organized, but consider adding more data.

MEMORY TIPS

★ Think of feedback as a 'gift' to improve performance.

★ Use the acronym 'SANDWICH' for the feedback structure: Start, Acknowledge, Note, Discuss, Improve, Close, Highlight.

★ Remember 'ACT' for feedback: Acknowledge, Construct, Transition.

COMMON MISTAKES

✗ Being vague or general in feedback.

✗ Focusing only on negative aspects without positive reinforcement.

✗ Not allowing the receiver to respond or ask questions.

QUICK RECAP

Feedback is essential for growth and should be specific, timely, and constructive. Use techniques like the feedback sandwich and practice active listening to enhance communication.