

# Do's and Don'ts of Feedback

## Giving Feedback



1. Be specific and constructive.
2. Focus on the behavior without making judgements about the person's abilities.
3. Consider the time and place you choose to share feedback.
4. Ask for permission to share feedback with the other person to ensure they're ready to engage.



1. Use judgmental language to attack the other person.
2. Overload the feedback, both appreciative and developmental.
3. Choose accusatory language that creates defensiveness.
4. Avoid open-ended questions to gain insight into behaviors and motivations.

## Receiving Feedback



1. Keep an open mind and willingness to learn and grow.
2. Display self-awareness while watching your body language.
3. Reflect on the feedback you received. Think about how you can apply it.
4. Thank the person for their feedback.



1. Ignore the feedback as it can show a disinterest in self-improvement.
2. Take it personally. Feedback is about your actions and behaviors.
3. Show defensive behaviors, even when the feedback is difficult to hear.
4. Avoid clarifying questions. Seek understanding of the feedback.