

10

PRINCIPLES IN GIVING EFFECTIVE FEEDBACK



UNDERSTANDABLE

expressed in a language that people will understand



SELECTIVE

cover 2/3 areas in reasonable detail that the person can actually do something about



SPECIFIC

lose generalisations, feedback must be specific and focused



TIMELY

provided at the moment of need so the person can remember the incident and improve



CONTEXTUALISED

framed with reference to what the intended outcomes should be



NON-JUDGEMENTAL

descriptive rather than evaluative. Focus on the facts



BALANCED

pointing out the positive as well as areas in need of improvement



FORWARD LOOKING

suggesting or pointing to areas of improvement in the future



TRANSFERABLE

focused on outcomes, skills and behaviours that the person can actually do something about



NOT-PERSONAL

don't make it about the person, only on what happened and the outcome

Guide To Giving Effective Feedback

Harvard Business Review



Guide To Giving Effective Feedback:

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