

The Ultimate Cheat Sheet

How to Give Feedback

Provide clear, two-way, actionable feedback that fosters growth.

Before offering feedback, ask yourself:

Will you deliver it with Radical Candor?

It will make your feedback direct yet caring whilst building trust and respect.



Model by: Kim Scott, Love Your Work Kim!

CEDAR Model

This model renders feedback insightful, clear, and growth focused.

Context

Describe the situation:
In last month's training.

Examples

Explain instances:
Struggles appeared in
advanced modules.

Diagnosis

Describe impact:
It likely confused
learners.

Action

Establish steps to improve:
Add real-life examples early on.

Review

Agree how to follow up:
Check outcomes via feedback.

Credits: Anna Williamson

Now you're ready
with Radical Candor,
it's time to decide on
the method of
delivery.

Here are three
approaches:



Ask-Provide-Ask

This model fosters feedback that encourages mutual understanding and actionable steps.

Ask

Ask for the person's
self-evaluation.
Example: How effective
was our last team
meeting?

Provide

Provide your feedback.
Example: Some felt key
issues were overlooked.

Ask

Ask for their response
or proposed solution.
Example: What can you
do to improve this?

Adapted from: Ask-Tell-Ask - JC. French et al.



SBI Model

This model makes feedback more objective and actionable.

S

Situation

Describe the situation.
Example: In yesterday's meeting.

B

Behavior

Describe the behavior observed.
Example: You often interrupted
others.

I

Impact

Explain the impact of the
behavior.
Example: This made them feel
undervalued.

Credits: Center for Creative Leadership.



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Giving Effective Feedback Harvard Business Review, 2014 Whether you're dealing with a problem employee or praising the good work of a colleague you need to communicate in a way that promotes positive change in others *Giving Effective Feedback* quickly walks you through the basics of delivering feedback that gets results including Choosing the right time to talk Engaging in productive dialogue Helping both star and struggling performers Developing a plan for effective follow up Don't have much time Get up to speed fast on the most essential business skills with HBR's 20 Minute Manager series Whether you need a crash course or a brief refresher each book in the series is a concise practical primer that will help you brush up on a key management topic Advice you can quickly read and apply for ambitious professionals and aspiring executives from the most trusted source in business Also available as an ebook [How to Give Effective Feedback to Your Students](#) Susan M. Brookhart, 2017-03-10 Properly crafted and individually tailored feedback on student work boosts student achievement across subjects and grades In this updated and expanded second edition of her best selling book Susan M Brookhart offers enhanced guidance and three lenses for considering the effectiveness of feedback 1 does it conform to the research 2 does it offer an episode of learning for the student and teacher and 3 does the student use the feedback to extend learning In this comprehensive guide for teachers at all levels you will find information on every aspect of feedback including Strategies to uplift and encourage students to persevere in their work How to formulate and deliver feedback that both assesses learning and extends instruction When and how to use oral written and visual as well as individual group or whole class feedback A concise and updated overview of the research findings on feedback and how they apply to today's classrooms In addition the book is replete with examples of good and bad feedback as well as rubrics that you can use to construct feedback tailored to different learners including successful students struggling students and English language learners The vast majority of students will respond positively to feedback that shows you care about them and their learning Whether you teach young students or teens this book is an invaluable resource for guaranteeing that the feedback you give students is engaging informative and above all effective **Guide to Giving Effective Feedback** Harvard Business Review (Great Britain), 2010 **HBR Guide to Getting the Right Work Done (HBR Guide Series)** Harvard Business Review, 2012-09-18 IS YOUR WORKLOAD SLOWING YOU AND YOUR CAREER DOWN Your inbox is overflowing You're paralyzed because you have too much to do but don't know where to start Your to do list never seems to get any shorter You leave work exhausted but have little to show for it It's time to learn how to get the right work done In the HBR Guide to Getting the Right Work Done you'll discover how to focus your time and energy where they will yield the greatest reward Not only will you end each day knowing you made progress your improved productivity will also set you apart from the pack Whether you're a new professional or an experienced one this guide will help you Prioritize and stay focused Work less but accomplish more Stop bad habits and develop good ones Break overwhelming projects into manageable pieces Conquer e

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