

Giving Developmental Feedback

Take the initiative

1. Why are you giving feedback? For whose benefit?

2. Be timely and get to the point quickly.

Your feedback needs to be timely and your first sentence should identify the topic or issue you want to talk about.

3. Be specific about the task, not the person

What did they do/not do? What standards were met/not met?

What is happening now? What **impact** is their behaviour or actions having?

4. Use "I" statements, not judgements

It's been brought to my attention that you have poor time-keeping

vs.

I've noticed that on the last three days you have arrived to work 15 minutes late

5. Invite comments

Is there a reason for your recent behaviour?

Is there something I should know?

6. Agree actions and a review process

What would you/they like to be different?