

Giving Feedback

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- ★ Solicited or unsolicited
- ★ Pre-scheduled and prescribed or Freeform & Spontaneous
- ★ Private or among others
- ★ What is my purpose?
 - to my Supervisor
 - to a Colleague?
 - to a direct report

Their work

- Them as a person
- Them as a team member

- to notice
- to recognize
- to acknowledge
- to praise
- to approve
- to validate
- to utilize a teaching MOMENT

Building Healthy Relationships

Fix it	I felt	Specific Observation
Do this	and —	Written: clear, organized, brevity, essentials highlighted
Stop doing that	(A) all about speaker	charts easy to follow
You missed	(B) veiled judgments	Oral (-) drop voice at end of word
Too much	often rejected	+ volume
deflected	→ also	- voice clarity/pace
	→ also	+ key words enunciated
		Highly Receptive