

Feedback Preparation

Receiving the gift of feedback openly

Instructions: Use this tool to help make the most out of a feedback session.

STEPS

1. Prepare
2. Stay open
3. Respond carefully and rationally
4. Decide what you can learn from the feedback
5. Work together to develop an action plan
6. Ask the feedback giver for support

1. Agree on the time and place so that it will make it comfortable for you. If you think it requires more time, ask for it. If you would prefer a different location, suggest one.
2. Consider the issue beforehand. What is your perspective? Gather your own data and examples. What might be the potential impact of the issue or behavior on the team, in the department or on the project?

3. Think about your potential reactions. What might prevent you from being open to feedback? How will you avoid being defensive?

4. What positive intentions might the person planning to give you feedback have for raising the issue? What can you learn in this situation?