Exercise

Title   Giving Feedback to Others

Areas of Work / Skills   Giving Constructive Feedback

Duration

Resources Required (eg. Equipment, people, source material, assignment, room..)

Related information (eg. Recommended reading, follow-up ideas…)

Detail (step-by-step explanation of the task)

Guidelines for Giving and Receiving Feedback
- it must be wanted
- remember that it is only one piece of feedback on one piece of work
- **it is important to look for patterns in feedback that you receive**
- **always start and finish with positive feedback**
- **always give more positive than critical feedback**
- **make sure your feedback is specific and give examples to explain**
- **clarify before the assignment what you would like feedback on**
- **have one or two areas at any time that you are specifically working on and gather feedback from people about those areas. When you have sufficient you will be able to identify patterns.**
- **Where possible ask for feedback from colleagues**
- **Record this feedback**

Progression / Variation (eg. Are there more advanced or different ways of approaching the same task?)

What materials did you use for this task? Any other recommendations?

Review (was it simple / effective / would you recommend it?)

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