

Guidelines for Constructive Feedback*

- Acknowledge the need for feedback
- Give both positive and negative feedback
- Understand the context
- Know when to give feedback

Know how to give feedback	Know how to receive feedback
<ul style="list-style-type: none">● Be descriptive● Don't use labels● Don't exaggerate● Don't be judgmental● Speak for yourself● Phrase the issue as an "I" statement, not a question● Restrict your feedback to things you know for certain● Help people hear and accept your compliments when giving positive feedback	<ul style="list-style-type: none">● Breathe● Listen carefully● Ask questions for clarity● Acknowledge the feedback● Acknowledge valid points● Take time to sort out what you heard

*Adapted from: Scholtes, P. R., Joiner, B. L., & Streibel, B. J. (1996). *The team handbook*. Madison, WI, USA: Joiner. Ch 6, p 25