

Giving and Receiving Feedback

**Giving  
Constructive Feedback**

Give feedback on others' behaviour, not personality.

Give descriptive, not judgemental feedback.

Give feedback on others' actions in a specific situation, not in the abstract.

Give feedback on immediate behaviour, not on the past.

Share your perceptions and feelings, not advice.

Give feedback only when other people ask you to.

Do not give people more feedback than they can understand at the time.

Focus your feedback on actions that the person can change.

**Receiving  
Feedback Constructively**

Ask for feedback on your behaviour, not personality.

Ask for descriptive, not judgmental feedback.

Ask for feedback about your actions in a specific situation, not in abstract.

Ask for feedback in the immediate situation, not in past situations.

Ask for perceptions and feelings, not advice.

Do not let people force feedback on you.

Only receive as much feedback as you can comprehend and process.

Only reflect on feedback on aspects of yourself you can change.

From Johnson, D. W. (2000). *Reaching out: Interpersonal effectiveness and self-actualization, 7<sup>th</sup> edition*. Boston: Allyn and Bacon, p. 61.