

How to give your team constructive feedback?



Focus on work, not the individual

Avoid personal attacks and prejudiced opinions. Stay professional and make sure it's only related to issues at work.



Be tactful not overbearing

Be direct, not autocrative and judgmental. List out the problem areas and also provide solutions without fault-finding.



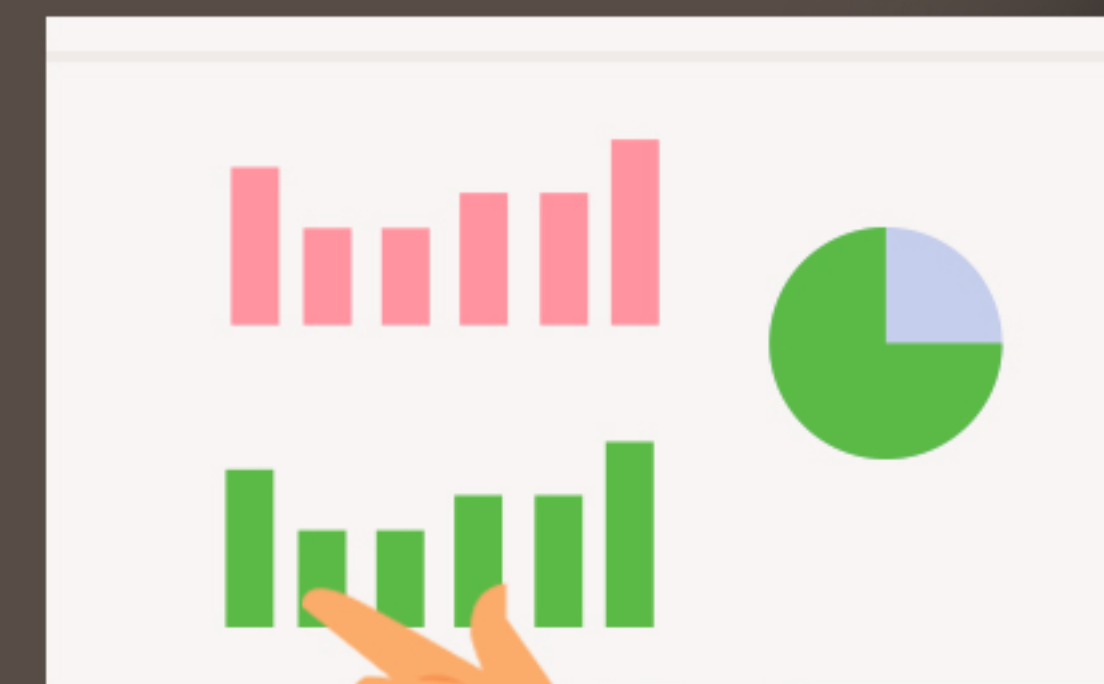
Be prepared

Gather facts, do your homework, and cite examples but end the feedback with solutions and ways to overcome the hurdles.



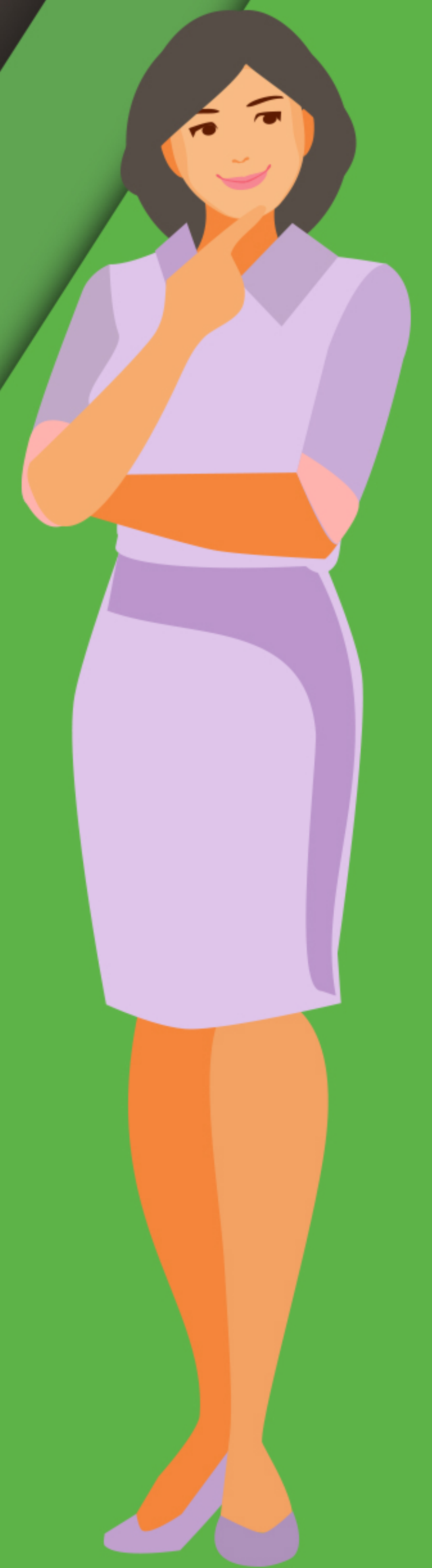
Be generous with your praise

Let the person know what they're doing right. Acknowledging the positives will help boost morale and keep them informed of future expectations.



Be willing to listen

Feedback should be a two-way conversation. After sharing your opinion and views allow the person receiving the feedback to ask questions and clarify their stand.



Do it face-to-face

Relay your feedback in-person or through video chat to ensure it's a more collaborative, objective discussion. Don't share opinions over the phone, email or text.



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