

## Feedback Evaluation Tool

### Skill 1: Receiving Feedback

The key to understanding how you receive feedback is to first ask others how they feel you have received feedback that they've given you, and then to reflect on this. Ask at least three people how they think you receive feedback, how you do this well, and how you could improve.

Things you may want to specifically focus on:

- Creating a growth mindset, perceiving feedback as a learning tool to help you improve performance and hone your talents
- Identifying blind spots— ways in which you come across to others but aren't naturally visible to you
- Depersonalizing feedback and being objective in how you think about and use feedback
- Appreciating feedback, even if it's not what you want to hear

#### 1. Feedback from others

Jot down feedback others have provided you with.

#### 2. Personal reflections

Jot down your own personal reflections on how you receive feedback.

### 3. Strengths

Taking into consideration the feedback you received, as well as your own personal reflections, what do you do well when it comes to receiving feedback?

### 4. Development themes

Taking into consideration the feedback you received, as well as your own personal reflections, where could you improve when it comes to receiving feedback?

## Skill 2: Giving Feedback

The key to understanding how effective you are at providing others with feedback is to ask people around you for their perspective on this. Ask at least three people how they think you give feedback in general, how you do this well, and how you could improve.

Things you may want to specifically focus on:

- The five steps to providing effective feedback—preparing key messages, focusing on tone, exploring facts and key examples, listening, and creating a forward focus
- Busting the negative bias and balancing positive and developmental feedback
- Using an informal feedback style

## **2. Feedback from others**

Jot down feedback from others.

## **2. Personal reflections**

Jot down your own personal reflections on how you provide feedback.

## **3. Strengths**

Taking into consideration the feedback you received, as well as your own personal reflections, what do you do well when it comes to providing feedback?

#### 4. Development themes

Taking into consideration the feedback you received, as well as your own personal reflections, where could you improve when it comes to providing feedback?

#### Feedback Goals

The next step is to set improvement goals. List one to three areas of feedback you'd like to work on within the next month, and detail the actions you will take throughout that time to achieve these goals.

#### Monthly feedback goals

**Actions I will take:**

**Target date:**

Actions I will take:	Target date:	