

-Giving Feedback-



1

Ask for Permission

To prepare the recipient, always ask for consent before delivering feedback. Team members can rise up to the occasion when they know what is expected of them.

2

Time & Place



Choose a time when the recipient can fully engage & a location that is neutral.

3

Active Listening

Ensure mutual understanding through clarifying questions.



4

Stay Open-minded

Embrace feedback graciously, and prepare to be wrong. Allow new insights to shift your mindset.



5



Focus on Common Benefits

Highlight mutual benefits to enhance engagement and acceptance.