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Feedback Microlearning [1]



Self-Assessment

	Often	Sometimes	Rarely
1. I pick an appropriate time and place to give feedback.			
2. I keep my emotions in check, remaining clam and keeping my voice even.			
3. I provide specific, detailed information about a person's behavior or organization.			
4. I explain the impact the actions are having on the team or organization.			
5. I really listen to the response of those receiving my feedback.			
6. I clarify my expectations if there is any confusion about the behavior in question.			
7. I remember to thank and encourage the receivers of my feedback.			
8. I provide input as needed in developing an action plan for meeting behavioral or performance goals.			
9. I focus on the steps of the feedback process to keep the dialog on track.			
10. I try to understand feedback from the other person's point of view and preferred communication style.			
11. I truly listen to what feedback givers are saying.			

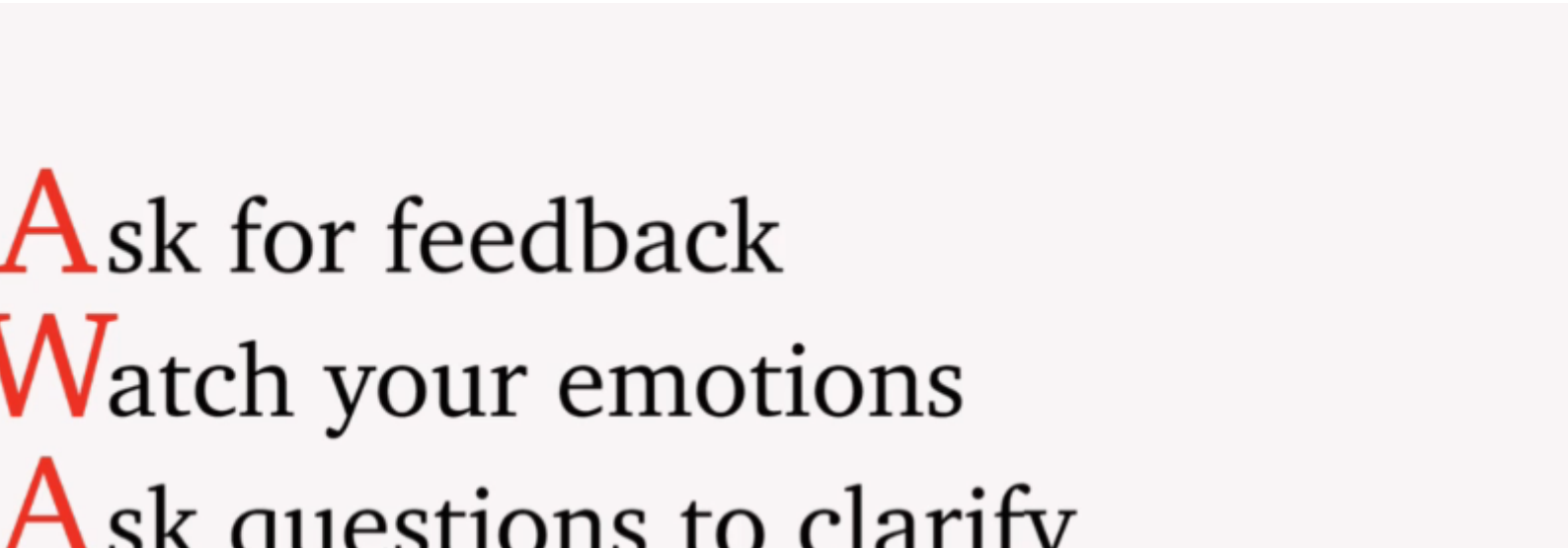
	Often	Sometimes	Rarely
12. I keep feedback in perspective and don't overreact.			
13. I try to learn from all feedback, even if it is poorly given.			
14. I am willing to admit to and learn from questions about my performance or behavior at work.			
15. Rather than avoiding feedback, I attempt to turn every feedback session into a useful encounter.			
16. I accept redirection and reinforcement rather than denying them.			
17. I accept responsibility for my role in achieving individual, team, and organizational goals.			
18. I accept responsibility for searching for solutions to performance and behavioral problems that threaten goals.			
19. I accept responsibility for keeping my emotions in check during feedback discussions.			
20. I am committed to listening and learning in all feedback situations.			

*Source: http://webconceptsunlimited.com/Samples/GivingandReceivingFeedbackParticipantGuide.pdf [2]

Often: 3 points Sometimes: 2 points Rarely: 1 point

52-60 points: Advanced
31-51 points: Proficient
20-30 points: Developing

Content



[3]

Watch: Focusing on feedback [3] from LeanIn.org [4] on Vimeo [5].

Summary

Everyone needs feedback in order to grow and fulfill their potential. It should be viewed as a gift. Feedback can point out strengths (this is positive feedback), or areas for growth (this is developmental feedback). In either case, it is an opportunity to build self-awareness, develop as an individual and as a professional, and improve your performance.

When you receive feedback, you may need to ask for clarification or specific examples, regulate your emotions, solicit other perspectives or advice from colleagues, and then apply what you've learned.

Plan for Application

Given what you've learned, consider the following questions:

- What are your 1-2 major takeaways from this video?
- How does this change how you will give feedback, either in a formal or informal manner?
- In the past, do you think you have received feedback well? What would you change about how you have received feedback?
- What might you do differently next time you receive feedback, after watching this video?

Groups audience:
Employee Services

Source URL:https://www.cu.edu/employee-services/feedback-microlearning

Links
[1] https://www.cu.edu/employee-services/feedback-microlearning
[2] http://webconceptsunlimited.com/Samples/GivingandReceivingFeedbackParticipantGuide.pdf
[3] http://vimeo.com/92669773 [4] https://vimeo.com/leanin [5] https://vimeo.com