



Mosaïque Consulting LLC

How Am I Doing?: Giving & Receiving Feedback

Giving and receiving feedback is an important part of our communication process. Without feedback your employees have no idea when they have done something correct or if they could improve a skill or behavior. Many managers find it is easier to give feedback when it is positive experience rather than when it is negative. Both positive and constructive feedback is useful because it helps an employee become aware of themselves and to adapt or modify their behavior.

Giving and receiving feedback are skills that *can* be learned and once practiced, can be very useful to help manage the performance of your employees.

Workshop Objectives:

- Discuss why feedback is important to give to employees
- Review how to address performance that needs improvement
- Discuss and apply the steps necessary for giving effective feedback
- Discuss *when* it is appropriate to give feedback
- Review how to effectively receive feedback

Target Audience:

- Employees, Team Members, Supervisors, and Managers

Course Length:

- 2 - 3 hours

