



MASTERING THE ART OF CONSTRUCTIVE FEEDBACK IN THE WORKPLACE



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INTRODUCTION

Giving and receiving feedback on the job is crucial for personal and professional growth, as well as for fostering a productive and collaborative work environment.

Here's an outline on how to effectively give and receive feedback.

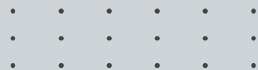


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01

UNDERSTANDING CONSTRUCTIVE FEEDBACK

WHAT IS CONSTRUCTIVE FEEDBACK?

Constructive feedback is a valuable tool for promoting growth and improvement.

It involves providing specific, actionable suggestions for improvement while maintaining a positive and supportive tone.

This type of feedback focusses on behaviors and actions, not personal qualities.





02 BENEFITS OF CONSTRUCTIVE FEEDBACK

WHY IS CONSTRUCTIVE FEEDBACK IMPORTANT?

Constructive feedback fosters a culture of continuous learning and development.

It help individuals identify areas for improvement, enhances their skills and performance, and promotes effective communication and collaboration within the workplace.



KEY ELEMENTS OF CONSTRUCTIVE **FEEDBACK**

03



Constructive feedback, when delivered with these key elements in mind, can be a valuable tool for personal and professional development.

It promotes a positive and growth-oriented environment that encourages individuals to make meaningful improvements.

THE KEY ELEMENTS ARE:

SPECIFICITY

TIMELINESS

BEHAVIORAL (NOT PERSONAL)

CLARITY

BALANCE

RESPECT

04 BEST PRACTICES FOR DELIVERING FEEDBACK

TIPS FOR DELIVERING CONSTRUCTIVE FEEDBACK:

- 1 Be Objective: Focus on behaviors, not personalities.
- 2 Be Specific: Clearly articulate what needs improvement and provide actionable suggestions.
- 3 Use the 'Sandwich' Approach: Start with positive feedback, provide areas for improvement, and end with positive reinforcement.
- 4 Listen Actively: Allow the recipient to express their thoughts and concerns.



05 RECEIVING **FEEDBACK** EFFECTIVELY

HOW TO RECEIVE FEEDBACK EFFECTIVELY :

Be Open-Minded: Approach feedback with a willingness to learn and grow.

Ask for Clarification: Seek additional information to fully understand the feedback.

Avoid Defensiveness: Stay calm and consider the feedback objectively.

Take Action: Use the feedback to make positive changes and demonstrate growth.



06 FEEDBACK CHALLENGES AND SOLUTIONS

- 1** Fear of Confrontation: Create a safe and supportive environment for open communication.
- 2** Resistance to Feedback: Foster a growth mindset and emphasize the benefits of feedback.
- 3** Lack of Clarity: Provide specific examples and actionable suggestions.
- 4** Overcoming Biases: Be aware of person biases and focus on objective observations.





CREATING A **FEEDBACK** CULTURE 07



Lead By Example: Demonstrate the importance of feedback through your own actions.

Encourage Peer Feedback: Foster a culture where your fellow coworkers provide feedback to one another.

Provide Training: Offer resources and training to enhance feedback skills.

Recognize and Reward: Celebrate your coworkers that seek and use feedback.





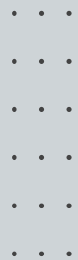
CONCLUSION

Constructive feedback is essential for personal and professional growth.

Effective feedback focuses on behaviors, is specific, timely, and balanced.

Feedback should be received with an open mind and used to drive positive change.





END OF PRESENTATION

QUIZ TIME!

