

## Giving feedback acronyms

- B: Behaviour. Talk to the behaviour not about the person
- U: Understand the context
- I: Impact ask the persons understanding of and discuss the impact the behaviour has on others (e.g., impact of incomplete assessment)
- L: Listen. Give the student the chance to tell you their point of view, their thinking behind their action or inaction
- D: Discuss options for going forward. Plan.

# 4 Ways to Give Constructive Feedback

1

### BE SPECIFIC

If you're vague, your feedback can be misunderstood, and your employee may continue making the same mistakes.



### BE TIMELY

Give prompt feedback at the next suitable moment, while the incident is fresh in mind.

2

3

### BE POSITIVE

For any negative feedback you give, you need to also include positive feedback.



### BE UNDERSTANDING

Discuss with your employee about the source of the mistake and what he or she could have done instead.

4