



Say What?

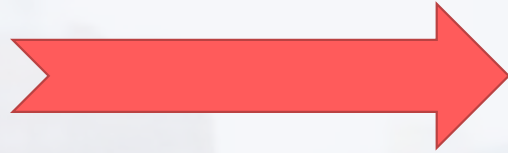
Giving Feedback to Employees

Kate Hall + Kathy Parker

What Feedback Is



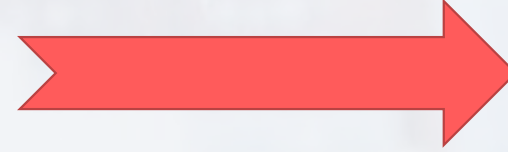
Ongoing



- At regular 1:1s
- In the moment
- During the Annual Evaluation



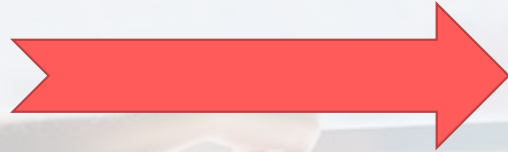
Consistent



- When someone does something well
- When someone needs a course correction
- When someone asks for direct feedback



Clear



- Be specific in what you are saying
- Don't imply, just say it


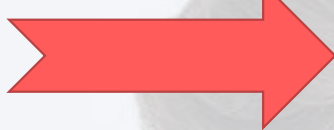





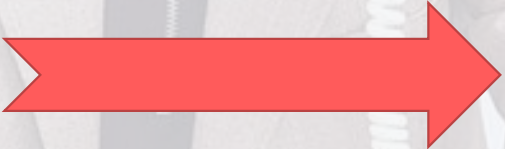


Direct



- Don't beat around the bush
- In person: look directly at them and speak matter-of-factly
- In writing: state the kudos or correction clearly and what you expect moving forward

What Feedback Isn't

-  Only negative  Feedback is also about telling someone what they did well and why it was good.
-  Given only during annual evaluations  Feedback should be ongoing
-  Made to humiliate employees  Feedback should also not be about playing favorites
-  A personal attack  Feedback is about the actions, not the person.

How to Provide Feedback



Establish trust



Be Specific



Focus on the actions, not the person



Use clear language

Keep in Touch

Kate Hall + Kathy Parker

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