

20 MINUTE MANAGER

Giving Effective Feedback



Check in regularly
Handle tough conversations
Bring out the best

20 MINUTE MANAGER SERIES

Giving Effective Feedback

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Handle tough conversations

Bring out the best

GIFT OF THE ASIA FOUNDATION
NOT FOR RE-SALE

QUÀ TẶNG CỦA QUỸ CHIA SẺ
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Preview

As you interact with your colleagues, direct reports, and others within your organization, are you sharing feedback with them? Communicating in the right way with others about their actions can reinforce positive behavior and move them toward more productive courses of action—outcomes that benefit everyone. This book walks you through the basics of giving effective, results-oriented feedback so that it can become an integral part of how you work with others. You'll learn to:

- Recognize opportunities for giving feedback.
- Choose the best time and topics for discussion.

Preview

- Establish a rapport with others while giving them feedback.
- Ensure that your comments are valued.
- Prevent and manage volatile feedback situations.
- Create a work climate that encourages performance discussions.

Contents

Why Feedback Matters	1
<i>What makes feedback effective?</i>	7
<i>Overcome your fear of giving feedback</i>	8
Choosing When to Give Feedback	11
<i>Identify the right situations</i>	14
<i>Time the feedback</i>	20
Conducting a Feedback Discussion	25
<i>Plan the interaction</i>	27
<i>Initiate the exchange</i>	32
<i>Engage in dialogue</i>	36
Developing an Action Plan	43
<i>Specify next steps</i>	45
<i>Follow up</i>	49
<i>Assess yourself</i>	52

Contents

Handling Difficult Feedback Situations	55
<i>Dealing with noncommunicators</i>	57
<i>Managing potentially volatile encounters</i>	59
<i>Giving feedback to high performers</i>	64
<i>Giving corrective feedback to your boss</i>	66
Creating a Receptive Climate for Feedback	71
<i>Make feedback a priority</i>	73
<i>Give positive feedback publicly</i>	75
<i>Empower everyone</i>	77
<i>Learn More</i>	81
<i>Sources</i>	89
<i>Index</i>	91