

TIPS FOR GIVING EFFECTIVE FEEDBACK

WHAT TO DO

- Focus feedback on specific behaviors, skills, or actions rather than the learner as a person.
- Base feedback on direct observation whenever possible.
- Be descriptive, constructive, and actionable.
- Clearly explain what was done well and what could be improved.
- Provide suggestions or next steps learners can use to improve performance.
- Encourage learner self-reflection by asking questions such as “What do you think went well?” or “What would you change next time?”
- Keep feedback timely so learners can connect it to the experience or task.
- Use feedback to support growth, revision, and continued learning rather than simply justify a grade.
- Create a psychologically safe environment where learners feel comfortable discussing mistakes and improvement areas.
- Make expectations and success criteria clear before the task or assessment.
- Offer manageable amounts of feedback focused on one or two key improvement areas at a time.
- Encourage dialogue and learner participation during the feedback process.
- Recognize strengths and successful strategies in addition to areas needing improvement.

WHAT NOT TO DO

- Do not give vague feedback such as “good job” or “needs work” without explanation.
- Do not focus feedback on personality traits, intelligence, or character.
- Do not overload learners with too many corrections or improvement points at once.
- Do not rely on indirect or secondhand information when giving performance feedback.
- Do not wait too long to provide feedback after the task or observation.
- Do not frame feedback as punishment or criticism.
- Do not dominate the conversation without allowing learner reflection or response.
- Do not assume learner satisfaction equals effective feedback.
- Do not focus only on errors without identifying strengths or progress.
- Do not use judgmental, dismissive, or emotionally charged language.
- Do not make feedback solely about grades, points, or compliance.
- Do not ignore learner emotions or defensiveness during feedback conversations.

REFERENCES

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