Worksheet

Quick and Easy Guide to Giving and Receiving Feedback

This guide will help you navigate the process of giving and receiving feedback effectively. Constructive feedback is valuable in improving your storytelling and advocacy skills.

TOP TIPS FOR **GIVING FEEDBACK**

01

Be specific:

When giving feedback, focus on specific aspects of the person's work or performance. For example, instead of saying, "I liked it", you can say, "I really enjoyed how you used emotions to convey your message".
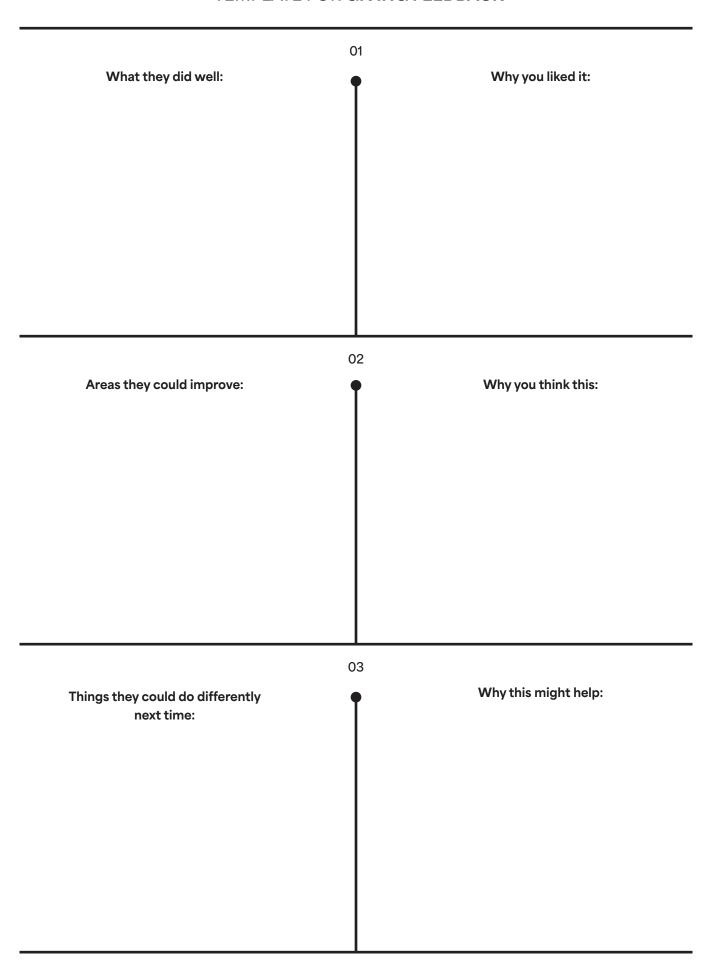
02

Be constructive:

Provide feedback that is helpful and supportive. Offer suggestions for improvement rather than simply pointing out flaws. For instance, say, "I think it would be even more impactful if you added some personal anecdotes to your story".

03

Be respectful:

Respect the person's efforts and feelings. Use kind and encouraging language to motivate them. Remember, feedback is meant to support growth, not discourage.

TEMPLATE FOR **GIVING FEEDBACK**

01

What they did well: **Why you liked it:**

02

Areas they could improve: **Why you think this:**

03

Things they could do differently next time: **Why this might help:**

TOP TIPS FOR **RECEIVING FEEDBACK**

01

Listen openly:

When receiving feedback, listen attentively without interrupting. Let the person share their thoughts and perspectives.

02

Ask clarifying questions:

If something is unclear or you need further explanation, don't hesitate to ask for clarification. This shows your willingness to understand and learn from the feedback.

03

Reflect and consider:

Take some time to reflect on the feedback you received. Consider the suggestions and see how they align with your goals and intentions.

TEMPLATE FOR **RECEIVING FEEDBACK**

01

Which parts of the feedback did you find helpful:

Why was it helpful:

02

Which parts of the feedback did you not find helpful:

Why was it not helpful:

03

What can you do with the feedback you have received:

Your thoughts and what you will do: