

## Giving and Receiving Feedback

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Feedback is a powerful mechanism for learning. It is a critical enabling tool for quality mentoring relationships. Both giving and receiving feedback can be difficult or uncomfortable. Here are some tips to make feedback a constructive and productive part of your mentoring relationship.

### *Giving Feedback*

- Provide feedback regularly
- Focus on behaviors, not personality
- Be authentic and candid
- Be sensitive to timing
  - Remember, feedback should be as proximate to the behavior as possible.
  - Has something just taken place in your mentee's life such that now is not the best time to give feedback?

### *Receiving feedback*

- Ask your mentee for feedback on your feedback. Make sure that the feedback you are providing is meeting the needs of your mentee. Ask: "Was this feedback helpful? In what ways?"
- Receiving feedback is not a passive activity. It is an open, interactive, clarifying, and confirming conversation.
- Feedback should result in action, not reaction. It is an opportunity to move forward and meet new challenges.
- Take care not to become defensive. Some feedback may be eye-opening in such a way that time for processing is needed before responding and planning for action.