

# **GIVES AND RECEIVES HONEST AND TIMELY FEEDBACK**

"Feedback is the breakfast of champions." - Ken Blanchard

It can be a challenging task to provide honest and timely feedback without causing offense or discomfort. This course aims to equip you with the necessary skills to give effective feedback and receive it positively. You will learn how to communicate your thoughts and opinions in a constructive and respectful manner. You will also understand how to accept feedback with an open mind and use it to improve yourself. Learn how to handle and apply feedback from others, leading to improved communication, enhanced relationships, and personal growth.

## **Key Course Content:**

- Learn how to effectively give constructive criticism while maintaining a positive and respectful tone.
- Develop the ability to receive feedback without becoming defensive or dismissive.
- Gain insight into one's strengths and weaknesses through honest and timely feedback.
- Improve self-awareness and self-reflection skills through the feedback process.
- Learn how to use feedback to set goals and make improvements in behaviour or performance.
- Develop better communication and active listening skills to facilitate effective feedback conversations.
- Plan courageous conversations beforehand
- Understand the impact of giving and receiving feedback on team dynamics and relationships.



#### Target Audience:

The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.



#### **Duration:**

This course is available as a 1-day course or a truncated ½ -day course.



This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



### O Group Size:

We recommend a group size of 4-10 people.