

Constructive Feedback in the Workplace: Course Outline

Target Audience: Managers, Team/People Leaders

Timing: 30-35 minutes

Learning Outcomes (LOs):

1. Define constructive feedback,
2. Distinguish between types of feedback,
3. Apply best practices for providing constructive feedback in the workplace.
4. Identify the benefits of constructive feedback

Outline

- Course Introduction
- Learning Objectives
- What is Constructive Feedback?
- Types of Feedback (Constructive and Destructive Feedback)
 - Timely Suggestions
 - Avoid the "Sandwich"
 - Be Constructive
 - Personal Attacks
 - Detrimental Comments
 - Blaming Language
- Constructive Feedback: Best Practices
 - Prepare
 - Schedule
 - Start Positively
 - Share Feedback
 - Discuss Solutions
 - Two-Way Communication
- Benefits of Constructive Feedback
 - Employees
 - Team
 - Organization
- Practice Scenario
- Practice: Feedback Review
- Best Practices: Constructive Feedback Microlearning
- Summary
- Quiz Assessment

Bibliography

Slide 3, What is Constructive Feedback

[*Constructive feedback*](#)

Slide 4, Types of Feedback

[*Constructive vs. Destructive Feedback: Examples + Template*](#)

Slide 4, L1, Timely Suggestions

[*The Art Of Delivering Constructive Feedback*](#)

Slide 4, L2, Avoid the "Sandwich"

[*Why The \(Ineffective\) Compliment Sandwich Prevails*](#)

[*Stop Using the Compliment Sandwich and Give Better Feedback*](#)

[*The Feedback Sandwich: 5 Reasons You Absolutely Need to Stop Using It*](#)

[*Giving Feedback: The "Sandwich Approach" Undermines Your Feedback*](#)

Slide 4, L3, Be Constructive

[*How to give \(and take\) constructive criticism*](#)

Slide 5, L1, Prepare; L2, Schedule; L3, Start Positively; L4, Share Feedback; L5, Discuss Solutions; L6, Two-Way Communication

[*How to give feedback that motivates & engages*](#)

Slide 5, L2, Schedule

[*How to give constructive feedback as a manager*](#)

Slide 6, L1, Employees

[*The 10 Guidelines for Great Constructive Feedback*](#)

Slide 6, L2, Team

[*12 Powerful Steps to Boost Team Cohesion Today*](#)

Slide 6, L3, Organizations

[*The Importance of Employee Feedback*](#)

Slide 10, Summary

[*Is your work environment enabling or restricting?*](#)