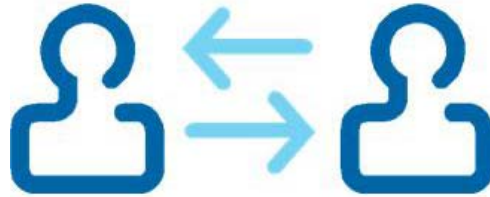


Tips for Offering Constructive Feedback

As preceptors, you are dietetic educators! Under your guidance, interns practice applying their book knowledge to real-life situations. Students need your feedback to gain the skills necessary for their future as Registered Dietitians.



How to Give Effective Feedback

1. State the purpose of your feedback
2. Describe specifically what you have observed
3. Describe your reactions and your observations of the effects on others
4. Give the other person an opportunity to respond
- 5. Offer very clear and specific suggestions you expect to be taken in the future; avoid ambiguity**
6. Express your support, summarize clearly, and set a time to follow up

Suggestions for Approaching Feedback:

- ⇒ Make your feedback specific to the behavior
- ⇒ Consider your timing when providing feedback
- ⇒ Focus on behaviors or actions the receiver can do something about
- ⇒ Use I statements as opposed to you statements
- ⇒ Give feedback in a calm, unemotional language, tone and body language
- ⇒ Conversation should be a dialogue
- ⇒ Clearly identify expectations

Example of Conversations:

Poor: “Jane, you are still calculating adjusted body weight wrong.”

Positive/Specific: “Jane, I’m sure your progress will be much faster now that you understand how we calculate adjusted body weight. Let’s check in tomorrow to see if you have follow up questions.”

*We are here to help you troubleshoot.
Please call 206.221.4920 or email AEL4@uw.edu anytime.*

Sources: *Adding Difficult Conversations to Your Leadership Skills* by Jim Cipriani Jr. & Alan Weinstein ; *Performance Management Toolkit* - unh.edu/hr ; *Crucial Conversations: Tools for talking when stakes are high* by Patterson, Grenny, McMillian, Switzler

