



## DELIVERING FEEDBACK THAT WORKS IN 2 MINUTES OR LESS

PROGRAM LENGTH: 2.0 - 2.5 hrs

### PROGRAM DESCRIPTION

Employers, co-workers, and even parents report that they would probably do a better job of giving feedback to others if they only had more time to do it. Well, we can't give you more time in this workshop, but we can give you a practical blueprint for giving feedback that is both highly efficient and highly effective. The road to better performance is paved with effective feedback, and Greg's got just the plan to make it a shorter trip!

### PROGRAM OUTLINE

- I DELIVERING EFFECTIVE FEEDBACK
  - Facilitated discussion on why this highly effective tool is so seldom used
  - New terms for a new paradigm
  
- II UNDERSTANDING THE 4 PILLARS OF EFFECTIVE FEEDBACK
  - Clear expectations
  - Context
  - Specificity
  - Impact
  
- III FEEDBACK TO REINFORCE
  - Ground Rules
  - Blueprint for the feedback process
  - Practicum including multiple role plays
  
- IV FEEDBACK TO DEVELOP
  - Ground Rules
  - Blueprint for the feedback process
  - Practicum including multiple role plays



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- V      **ADDITIONAL APPLICATIONS OF THE FEEDBACK MODEL**
  - Performance evaluations
  - Recognition write-ups
  - Disciplinary actions
  
- VI     **USING THE FEEDBACK MODELS TO MANAGE UPWARD**
  - Getting clear expectations from your boss
  - Getting more effective feedback from your boss
  
- VII    **IMPORTANT CONSIDERATIONS**
  - Major “do’s” and “don’t” of feedback
  - What’s really behind why most feedback fails