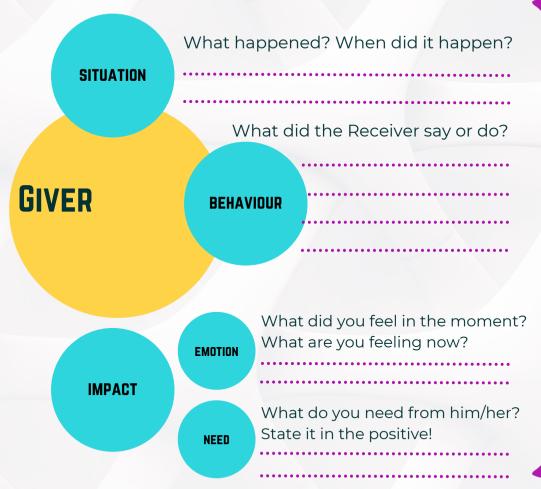
Planning on giving feedback? Prepare by reflecting on the following:



In case of negative feedback, the Receiver is likely to experience unpleasant feelings, as would you in his/ her place. Accept this and focus on moving forward by stating what you need in a specific and clear manner.





Are you about to receive or to ask for feedback? When you hear it, check whether it is given on a neutral tone and it covers the points on the left. Then reflect:



In case of negative feedback, the Giver is likely to experience unpleasant feelings, as would you in his/ her place. Accept this and focus on moving forward by stating what you need in a specific and clear manner. Do not accept aggressive, passive-aggressive or victim statements as feedback. Ask for what you need in order to make change happen.