Workplace Strategies for Mental Health

Compliments of Canada Life

Feedback preferences

Name:

Choose one from each of the following pairs as your preference:	
○ Tell me what I did wrong. For example: "The report numbers are inaccurate; they need to align with the February sales figures."	○ Tell me what you want instead. For example: "Please adjust report numbers to align with the February sales figures."
○ Give me the opportunity to restate your feedback so we're both on the same page.	○ Assume I usually understand your feedback and I'll ask for more information, if necessary.
○ Provide a lot of detail.	○ Provide less detail. I'll ask for more if I need it.
○ Show appreciation for my efforts.	○ Only show appreciation for exceptional efforts.
○ Give feedback immediately.	○ Give feedback at a set time.
○ Feedback can be provided at any time including in group settings.	○ Feedback should only be given in private.
○ Tone of voice and body language matter.	○ Tone of voice and body language don't matter.
○ I enjoy getting feedback.	○ Getting feedback can be stressful.
○ I prefer to be told how.	○ I prefer to be shown how.
○ I prefer to correct my own errors.	○ I prefer someone to correct the error and share that with me.
○ I like to receive feedback in writing.	○ I appreciate having the feedback discussion first.

Complete each of the following:

Feedback that demotivates me includes:

Feedback that helps me grow and develop includes:

Workplace Strategies for Mental Health recognizes that no one can give perfect feedback to everyone, every time. Sharing your preferences can help provide information to make this easier. Either party can remind the other of this information at the time of feedback.

All Workplace Strategies resources are available to anyone at no cost, compliments of Canada Life. To learn more, visit clwsmh.com.

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