ENSURE THAT YOUR BIASES AND PREFERENCES AREN'T UNDERMINING YOUR FEEDBACK

How many of these best practices do you do regularly? If you can check off most or close to all of these habits and strategies, then you are on your way to becoming a leader capable of giving accurate and effective feedback.

FEEDBACK ASSESSMENT

☐ I tailor my feedback style to each direct report based on their needs and preferences, rather than delivering it one way to everyone.

EXAMPLE: Asking each direct report how they prefer to receive feedback.

☐ I monitor the frequency with which I give feedback to each direct report.

EXAMPLES: Giving feedback at a standard cadence for each direct report (e.g., during every 1-on-1); setting a weekly quota for the number of times you give feedback to each direct report.

☐ I plan the scope and tone of the feedback I give each direct report.

EXAMPLE: Mapping out the behavior you've noticed, its impact, and how you plan to communicate your message using a feedback planner or similar process. (Research finds that managers tend to give more critical feedback to female employees than males and more or less detailed feedback depending on gender, race, and whether the employee is remote or co-located — planning your feedback can help mitigate these biases.)

☐ I actively engage in difficult conversations and give critical feedback to each of my direct reports, regardless of my level of comfort with the person.

EXAMPLE: Considering each direct report as capable of improvement (without the presumption that some will "never change").

FranklinCovey®
THE ULTIMATE COMPETITIVE ADVANTAGE