

# GIVING AND RECEIVING FEEDBACK



TIPS AND REMINDERS FOR GIVING AND RECEIVING  
FEEDBACK THAT WILL HELP YOU STRENGTHEN AND  
MAINTAIN YOUR RELATIONSHIPS

**HAVE CONVERSATIONS FACE TO FACE**

**REMAIN CALM AND BE MINDFUL OF YOUR TONE**

**UTILIZE EMPATHY AND CARE IN CONVERSATIONS**

**GIVE SPECIFIC FEEDBACK - CLEAR IS KIND**

**COMMUNICATE YOUR “WHY”**

**LISTEN TO THEIR PERSPECTIVE - STAY OPEN-MINDED**