



Supervision and Feedback

A Focused Learning Plan

Giving and receiving feedback is one of the most powerful mechanisms for promoting professional growth and productivity, yet it can be one of the more uncomfortable aspects of supervision to navigate. Learn how to confidently give and receive meaningful feedback.

1.

Watch “The Art and Practice of Giving and Receiving Feedback”



75 mins



Webcast Recording



Post-Session
Homework

Learn to give and receive feedback with confidence, whether communicating up, down, or across your organization. In this webcast you'll explore different types of feedback needed in the workplace and connect this understanding to real situations like feedback for performance expectations and giving and receiving feedback in the moment. Make sure to download and review the additional resource packet.

2.

Review the “Performance Review Questionnaire”



5 mins



Job Aid

Put your understanding to practice by preparing for a high-stakes feedback scenario: performance reviews. This worksheet can be used by both supervisors and employees as a guide to have deeper conversations, allow for broader reflection into the period under review, and build awareness around performance.

3.

Review “10 Keys to Giving Constructive Feedback”



10 mins



Job Aid

It is no surprise that constructive feedback can help to develop people while also keeping them engaged and motivated. What may be surprising is that giving constructive feedback is a learned skill and is harder to do well than you might think. Use this job aid to gain the tools to mastering constructive feedback.

4.

Complete & Submit Your Final Reflection!

Please complete all of the reflection activities on the next page. Don't forget to submit your work once it's complete.



Supervision and Feedback

Final Reflection

Please confirm that you've completed each of the following activities:

I have watched "The Art and Practice of Giving and Receiving Feedback" and reviewed the additional resource packet

I have reviewed the "Performance Review Questionnaire"

I have reviewed the "10 Keys to Giving Constructive Feedback"

Then, answer the following reflection questions:

1. Envision 2 pitfalls that you may encounter when giving constructive criticism (e.g. defensiveness, interpretation, timing, judgmental statements, not being direct enough, etc.). How do you intend to avoid these pitfalls now that you understand them?

2. Think about your own personality and communication style. Which barrier to giving and receiving feedback do you feel is the most difficult for you to overcome?

Once you're done, submit your work to receive proof of completion.

Please email your completed PDF to greta@academicimpressions.com

If you would like us to notify your supervisor of your completion of this focused learning path, enter their email in the box below.