

Giving Feedback

You can use this as a guide to help you give feedback regarding such issues as dress code, punctuality, and other work-related issues. You may also want to encourage the young person to give feedback. You can share this tool with him/her as well.

Step 1: Identify the behavior about which you want to give feedback.

I would like to give feedback on:

Step 2: Describe the focus of your feedback on behavior.

I have observed/noticed that:

Step 3: Describe the effect of the behavior.

When you do _____, I:

Step 4: Describe the change in behavior that you are recommending.

Points to remember about giving feedback:

- It is important to share feedback with the young person so that they learn from the experience.
- It is always best to lead with positives.
- Remember to listen and to be empathetic.
- Get feedback on your feedback. Ask how he or she feels about the experience—what worked and what you could have done better.
- Above all, the goal of the experience is for the young person to learn and come away with skills at the end of the summer.