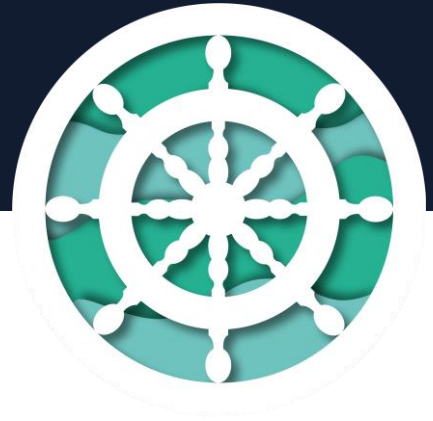


Live better with EAP!

Lh LIGHTHOUSE

Support for managers



July 2023



DO YOU KNOW HOW TO ASK FOR FEEDBACK?

'Feedback is a gift' – providing regular feedback to employees has a positive impact on their performance, commitment and motivation. This is because it makes it easier to take a closer look at strengths and weaknesses and then plan for changes to achieve meaningful goals. Providing feedback is one of the most important tasks of a manager.

Various models such as FUKO or SBI can help with this task.

SBI MODEL (Situation-Behaviour-Impact)

1. **Situation:** Identify a specific situation in which you observed the behaviour of the person to whom you are giving feedback. Present this objectively and concretely to avoid ambiguity.
2. **Behaviour:** Focus on a specific observable action, words or attitude of the person to whom you are giving feedback. Describe this behaviour accurately and without valuing it.
3. **Impact:** Explain how the person's behaviour has affected you, others or the situation. You can describe the emotions, reactions, effects or consequences of this behaviour. The impact should also be described objectively and concretely, based on facts.

Today, however, we would like to look at the other side of the coin... **How often do you ask for feedback?**

Do you find giving feedback difficult?
Under the EAP24 program, you can benefit from managerial support and discuss a feedback conversation.



EAP E-MAIL



EAP HELPLINE

EAP WEBINARS

1. Log on to our portal:
www.myeap24.pl
2. Browse through our upcoming webinars and sign up
Inspire yourself to change for good.

For more inspirati ons for managers check out our website:

www.myeap24.pl

Enter > KNOWLEDGE BASE
> MANAGER

Live better with EAP!

Lh

LIGHTHOUSE

Support for managers



July 2023

Benefits of initiating feedback

Asking for feedback can evoke different emotions. When to ask for it? How to do it? And why should you expose yourself to someone else's judgement? Additionally, while feedback from a superior seems natural, asking for feedback from colleagues or subordinates may be less intuitive.

What are the benefits of initiating feedback?

- You can **prepare** for it in advance and set yourself up accordingly. It doesn't suddenly fall on you, **you are in control** of the situation.
- It sends a signal to others that you value their point of view. **It helps build relationships** based on trust and openness.
- Feedback is actually **free advice** on how to develop yourself, what to invest your time and energy in and how to achieve your goals.

Why ask for feedback from subordinates too? Because they will have different suggestions and thoughts than your supervisor. After all, they know you from a completely different side! This is an additional, equally important source of information.

How to ask for feedback? Here are some tips

- **Let the person know in advance** that you would like to ask them for feedback.
- **Specify** what exactly the feedback should be about. Give specific guidance. It is best to summarise the most important points in an email or message. This will make it clear to the person you are asking for feedback what to refer to.
- **Communicate** why you care about the opinion of this particular person.
- If you have not asked for feedback before and this is a new situation for you, **don't be afraid to express it!** Remember that both receiving and giving feedback can involve some discomfort. This does not mean that we should not initiate feedback.
- Don't forget to say **thank you!**

Example: 'Tomorrow at 12:00 we are having a meeting where I will give a summary of the project. I would like you to give me feedback afterwards. I have been working on preparing the presentation recently. My main concern is to find out whether the message was clear and whether the presentation was understandable and contained all the relevant information. I am asking you for your feedback because your presentations are of a high standard! Besides, we're in this project together, so you'll be able to judge whether I've missed anything important'.

Get inspired!

- Book [Fierce Conversations](#)
- Book [Crucial Conversations](#)
- Book [Radical Candor: Be a Kick-Ass Boss Without Losing Your Humanity](#)

Some feedback surprised you? You disagree with your interviewer's observations? We encourage you to talk to an EAP24 psychologist – a new and neutral perspective on the matter may prove useful.

Contact **EAP24** and benefit from psychological and/or managerial support.



EAP E-MAIL



EAP HELPLINE

EAP WEBINARS

1. **Log on to our portal:**
www.myeap24.pl
2. **Browse through our upcoming webinars and sign up**
Inspire yourself to change for good.

For more inspirati ons for managers check out our website:

www.myeap24.pl

Enter > KNOWLEDGE BASE
> MANAGER