

# GIVING AND RECEIVING FEEDBACK



CEEK a Better Way™

## CEEK Workbook Giving and Receiving Feedback

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Feedback is a gift, both giving it and receiving it. According to a Gallup survey, organizations that create a culture of regular feedback demonstrate positive business results including lower turnover rates and more engaged employees. More engagement means employees who work better and are more productive. In addition, 65% of employees say they want more feedback.

This workbook serves as a supplement to the “*CEEK a Better Way...to Give and Receive Feedback*” workshop to assist in your effort to improve how you give feedback and to support you in becoming a feedback seeker.”



Email [info@ceekllc.com](mailto:info@ceekllc.com) for further guidance or support.

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## Feedback Introduction

*What is one thing you  
did in the past week  
that makes you feel  
proud?*

What is one thing you  
did in the past week  
that you could have  
done better?





## Giving Feedback - Exercise

Think of a recent situation in which you did, or should, provide feedback.

### 1. Situation

Capture the details of the situation

### 2. Behavior

Describe the observable behavior (not intent or motive) you saw

### 3. Impact

What was the impact of this behavior on you and/or others?

### 4. Recommendations / Requests

What request or recommendation do you have for this person?



# Feedback Action Plan

What is one action or step you will take to better give feedback?

What is one action or step you will take to better receive feedback?

What additional commitments am I willing to make to improve how I give and receive effective feedback?

Email [info@ceekllc.com](mailto:info@ceekllc.com) for further guidance or support in your efforts to build a culture that embraces feedback and promotes a culture of respect and accountability.

## Notes