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BUILDING ON YOUR MANAGEMENT SKILLS:

OFFERING FEEDBACK

Perhaps one of the most important skills to cultivate a successful career in management is the ability to offer clear and effective feedback. Providing employee feedback paves the way for preventing future conflicts, resolving current challenges, reinforcing professional development and most of all, motivating your team. However, it's worth considering that the way in which you deliver feedback is crucial to receiving the outcome that you desire.

When preparing to deliver feedback, keep in mind that you are striving to empower your team and encourage excellent work. Thus, positive feedback alongside constructive feedback is key to making this an enriching experience for both the manager and the team. In many cases, positive feedback is just as imperative as negative feedback. Bearing that in mind, focusing on emphasizing accomplishments, talents, and skills will potentially boost employee morale and engagement.

Recognition has also been proven to promote general happiness within the workplace. Foster a happy work environment by making a list of your team's positive contributions. Be specific! The more specific you are, the greater the impact. If your team has reached a goal, proposed a new idea, or went above and beyond, let them know that their hard work is noticed. Praise them when they learn from their past mistakes to reinforce that behavior. Applaud them for learning that new skill, make their efforts feel appreciated! Whether you give positive feedback one-on-one or in front of an audience, your team will appreciate that their contributions to the company's success are valued.

When delivering feedback to your team, offering constructive feedback might feel a bit uncomfortable. It's important to approach constructive feedback as an opportunity to offer professional growth to your team. Again, be specific! Focus on a current issue, define the challenge to your team, debrief it, then come up with a solution together. Present it as an obstacle that can be conquered as a team. Be sure to consider your tone and avoid raising your voice. Give them their chance to speak, allow them to be able to explain their position as well. Most importantly, don't get personal. Regard this as an opportunity to address current challenges and support their professional growth. Your team will value your efforts to nurture their progress.

Learning how to offer good feedback is a skill that will be extremely useful throughout your professional career and with lots of preparation and practice, you'll soon be able to master the art of giving feedback.