

How To Give Critical Feedback

1

Start your feedback with an "I" statement.

By using "I" statements ("I feel..."), you take ownership of your feelings instead of blaming on the other person. This can help to ease tension and reduce the likelihood that the recipient will respond defensively to your feedback.

I feel...

I noticed that...

I am worried about...

2

Share why this feedback is important to you.

It can help to explain why you're making these comments, to clarify that you're not nitpicking on a whim.

I'm bringing this up because...

I want to address this, since...

This is causing...for me/the team/the family.

3

Give the benefit of the doubt or a chance to explain..

When possible, give the other person the chance to explain their behavior. Do not blame, and avoid making assumptions about their behavior or intent.

Could you help me understand...

I understand you might be struggling...

I wonder if I'm missing something...

4

Suggest a path forward.

This helps foster a growth mindset and show that you are critiquing something that can be changed. You haven't written the other person off. You believe they can improve.

Moving forward, I would prefer...

I would feel more at ease if...

In the future, can you...