Giving Feedback to Learners

- Establish and maintain a climate of trust in which learners welcome and even invite feedback.

- Be sure learners understand that you will be giving them regular feedback.

- Arrange the proper setting for providing feedback.

- Invite the learner’s self-assessment.

- Ensure that your feedback is timely.

- Link your feedback to the learner’s goals.

- Link your feedback to your actual observations of learners.

- Check out any hypotheses you generate about the learner’s performance.

- Present feedback in nonjudgmental language, being as specific as possible.

- When possible, present learners with objective evidence.

- Focus on the learners’ behavior and performance, rather than making sweeping judgments about them as people.

- Label subjective feedback as such.

- Avoid overloading learners with feedback.

- Be aware that learners have varying levels of receptivity to feedback.

- Be supportive when providing feedback.

- Avoid premature feedback.

- Help learners turn negative feedback into constructive challenges.

- Provide follow-up to your feedback whenever appropriate.