

adaptability

challenge

on time

creativity

trust

expertise

professionalism

learning

# How to give and receive feedback on performance

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## In this text you will learn:

- ▶ What is feedback
- ▶ How feedback contributes business success
- ▶ How to provide feedback, especially if it is negative
- ▶ What are the steps of providing feedback
- ▶ How to receive feedback.

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## Summary

Feedback information is direct managers mean for effective management in guiding and monitoring (controlling) team members. As opposed to any form of tangible reward, feedback promotes development of skills and knowledge, and is therefore an unavoidable support for the personal development of each individual. However, to achieve greater performance through feedback, especially if it is negative, it is necessary to apply the basic rules in giving it. Positively accepted feedback contributes to the development of competencies of individuals.

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## Key words:

feedback, personal development, guidance, criticism, praise.

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