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Section: **IV-7 BSEVE**
Reporter **# 15**
Topic: **Feedback**

Objectives:

At the end of the lesson, the student would be able to:
a. identify feedback and the tips to receive and give effective feedbacks;
b. recognize the importance of feedbacks;
c. perform effectively the tips in receiving and giving feedbacks.

Materials:
- LCD Projector
- Whiteboard marker or chalk
- PowerPoint Presentation

References:
- *The Power of Feedback*

Published by Fiona Lang (Retrieved November 1, 2015)
http://www.fullcirclefeedback.com.au/360-power-of/
- *Principles of Giving Effective Feedback*

Published by London Deanery (Retrieved November 1, 2015)
http://www.faculty.londondeanery.ac.uk/e-learning/feedback/giving-feedback
- *Receiving and Giving Effective Feedback*

Published by Uwaterloo (Retrieved November 1, 2015)
https://uwaterloo.ca/centre-for-teaching-excellence/
- *How People Learn: Brain, Mind, Experience, and School*

Published by Bransford, J. D., Brown, A. L., & Cocking, R. R. (Eds.). (2000) Washington, DC: National Academy Press

Activity:

Group the class into 4. Each group should be able to perform their talent as a group. They will upload the performance on *YouTube* then show it to the class. After the video is shown, the other groups will write their feedbacks on a cartolina and paste it on the board.

Processing Questions:

C 1. What feedbacks did you receive/give? Are they bad or good?

C 2. Were you honest in giving your feedbacks or not? Why?

A 3. If it was you, are you going to ask others' feedback to you? Why?

C 4. Why is it important to give feedback to others work or doings?

B 5. As a future teacher, how are you going to give feedbacks to your students?

Abstraction:

What Is feedback?

The term *feedback* is often used to describe all kinds of comments made after the fact, including advice, praise, and evaluation. But none of these are feedback, strictly speaking.

Basically, feedback is information about how we are doing in our efforts to reach a goal.

Here are some other examples of feedback:

- A friend tells me, "You know, when you put it that way and speak in that softer tone of voice, it makes me feel better."

Why is Feedback Important?
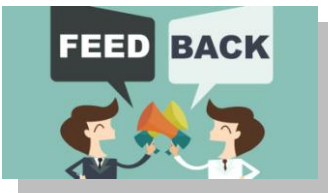
Feedback is the cheapest, most powerful, yet, most under used management tool that we have at our disposal. Feedback is powerful as it helps people get on track, it serves as a guide to assist people to know how they and others perceive their performance.

Receiving feedback effectively

- **Listen to the feedback given**. This means not interrupting. Hear the person out, and listen to what they are really saying, not what you assume they will say

- **Be aware of your responses**. . Your body language and tone of voice often speak louder than words.
- **Be open**. This means being receptive to new ideas and different opinions
- **Understand the message**. Make sure you understand what is being said to you, especially before responding to the feedback.

- **Reflect and decide what to do**. Assess the value of the feedback, the consequences of using it or ignoring it, and then decide what to do because of it.
- **Follow up.** your follow-up will simply involve implementing the suggestions given to you.

Giving effective feedback

- **Concentrate on the behaviour, not the person.** One strategy is to open by stating the behaviour in question, then describing how you feel about it, and ending with what you want.

- **Balance the content.** Begin by providing comments on specific strengths, then identify specific areas of improvement and ways to make changes.

- **Be specific.** Avoid general comments that may be of limited use to the receiver.

- **Be realistic.** Feedback should focus on what can be changed.
- **Own the feedback.** When offering evaluative comments, use the pronoun "I" rather than "they" or "one," which would imply that your opinion is universally agreed on.
- **Be timely.** Seek an appropriate time to communicate your feedback.

- **Offer continuing support.** Feedback should be a continuous process, not a one-time event

How Feedback Helps

Feedback helps people find answers to these vital questions:

- Why does my role exist?
- What am I supposed to achieve?
- How is my performance tracking?
- What is the best use of my time?
- How do I influence others?

What is the quality of my relationships with my manager, team members and colleagues?

Feedback is the information we all need to be truly effective in the workplace. In fact the most effective leaders actively seek feedback to enhance their performance. These leaders intuitively recognize the power of feedback.

Graphic Organizer:

FEEDBACK

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