

Accepting Feedback at Work

Longer Worksheet

Name: _____

Date: _____

Why Is Feedback Important?

Feedback helps me learn new skills and become more successful at work. Feedback is not meant to hurt my feelings. It is meant to help me improve.

My Feedback Strategies

Read each strategy and check the box if you want to try it.

☐ **1. Ask for an accommodation for feedback in writing so you know the steps for next time.**

Example: "Can you write down the steps for me so I can remember them?"

☐ **2. Take time to process feedback.**

Remember: Feedback is not always criticism. It is information that helps me improve.

☐ **3. Request concrete (specific) information.**

Ask for tasks to be broken into smaller steps.

☐ **4. Ask for examples of what to do and what not to do.**

☐ **5. Set up regular check-ins.**

Example: Meet with your supervisor once a week to ask questions and get feedback.

Strategy Spotlight: Request Concrete Information

Sometimes instructions are confusing. It is okay to ask for more details.

Example

Supervisor says: "Please organize the supply room."

Student does not understand what that means, and asks:

"Can you give me the steps?" or "Can you write that down for me?"

Supervisor responds:

1. Throw away empty boxes.
2. Put markers in the blue bin.
3. Put paper on the shelves.
4. Sweep the floor.
5. Let me know when you are finished.

Why is this helpful?

Example of what NOT to Do

Supervisor says: "Please organize the supply room."

Student says: "I don't know what to do."

OR

The student starts working without asking questions and becomes frustrated.

Why is this not helpful?

Practice Strategy: Asking for Concrete (Specific) Information

Look at the situations below and complete the questions for each

Situation 1

Your supervisor says: "Please clean the break room."

What could you say?

How could the task be broken into steps?

1.

 2.

 3.

 4.

-

Situation 2

Your supervisor says: "Please stock the shelves."

What could you say?

How could the task be broken into steps?

1.

 2.

 3.

 4.

-

Steps to finish the task

Think about a task **you** do at work or school.

My task:

What feedback did I get? (from boss or teachers)

What are the exact steps I will follow to finish the task—break it down to steps

1.

2.

3.

4.

What I will do

Circle the answer that best describes you.

When I receive feedback, I usually:

-  Stay calm
-  Need time to think
-  Feel upset

One strategy I want to practice is:

- ☐ Ask for feedback in writing
- ☐ Take time to process feedback
- ☐ Ask for examples
- ☐ Request concrete (specific information
- ☐ Set up weekly check-ins with _____

My goal for this week is: