

## **How to give and receive feedback**

To be effective, feedback must be constructive. The aim is for colleagues to help each other to reflect on and develop their expertise.

### **Giving feedback**

- Give feedback as soon as possible after the lesson - Don't delay: feedback works best when it is 'fresh'
- Describe what you observed using your notes - Don't be biased
- Focus on tasks, activities, techniques, approach etc - Don't focus on personality
- Ask teacher to comment and ask questions - Don't impose your own ideas and opinions
- Be constructive - Don't undermine teacher's confidence
- Be informative - Don't be opinionated
- Give praise - Don't make negative criticisms
- Be balanced - Don't only focus on problems
- Give advice and suggestions if teacher asks for these

### **Receiving feedback**

- Be open - Don't be defensive
- Accept praise - Don't be too modest
- Listen - Don't impose your views
- Reflect - Don't dismiss things you may disagree with
- Explore - Don't be passive, use the opportunity to find out how you can change and develop.
- Commit - Don't ignore the feedback: do something with it

### **Finally, reflect together on the observation process:**

- What are the benefits to you both?
- What have you learnt?
- How will you use what you have learnt to help you develop?
- Will you do it again?
- Will you do it differently next time?
- Will you recommend it to your colleagues?