

Feedback is a crucial component of personal and professional growth. This guide is designed to help both mentors and mentees share and receive feedback in a way that is constructive, supportive, and conducive to mutual development. Remember, the goal of feedback is not to criticize, but to help each other grow.

Best Practices for Giving Feedback	
Be Specific	<ul style="list-style-type: none"> • Do: Focus on specific behaviours or instances rather than generalizing. • Example: "During our last meeting, I noticed you had a very detailed plan for your project. That was great!"
Be Objective	<ul style="list-style-type: none"> • Do: Focus on the action, not the person. • Example: "The report contained several errors which could potentially lead to misunderstandings. Perhaps a review process could help improve accuracy."
Be Timely	<ul style="list-style-type: none"> • Do: Provide feedback as close to the event as possible. • Example: "I wanted to talk about the presentation you gave this morning and discuss some ways it could be even more impactful."
Focus on Improvement	<ul style="list-style-type: none"> • Do: Suggest ways to improve or ask how you can help. • Example: "I've noticed the challenges you're facing with time management. Would you like to explore some strategies together?"
Use "I" Statements	<ul style="list-style-type: none"> • Do: Speak from your perspective to avoid sounding accusatory. • Example: "I feel that our meetings could be more productive if we set a clear agenda beforehand. What do you think?"

Best Practices for Receiving Feedback	
Listen Actively	<ul style="list-style-type: none"> • Do: Give your full attention, nod, and make eye contact. Avoid interrupting.
Seek Clarification	<ul style="list-style-type: none"> • Do: If something isn't clear, ask for specific examples or suggestions. • Example: "Could you give me an example of when I did that, so I can understand better?"
Reflect	<ul style="list-style-type: none"> • Do: Take time to process the feedback before responding. • Example: "I appreciate your input. Let me think about how I can implement these changes."
Thank the Giver	<ul style="list-style-type: none"> • Do: Acknowledge the effort it takes to give feedback. • Example: "Thank you for sharing your thoughts with me. I value your perspective."
Develop an Action Plan	<ul style="list-style-type: none"> • Do: Consider how you can use the feedback for growth. Plan specific steps. • Example: "Based on your feedback, I will dedicate some time each week to work on improving my public speaking skills."

Feedback is a gift that, when given and received in the spirit of growth and support, can lead to significant personal and professional development. By following these guidelines, mentors and mentees can build a stronger, more effective relationship.