

Giving Clear Feedback

Workplace Learning

Training code	FEED-COMPI
Spoken Language	<?php?> Dutch
Language Materials	Dutch
Price	€1.900,00 excl. VAT No extra costs.

What is Giving and receiving Feedback

At work and in your personal life situations occur frequently where you might want to give feedback. You find, however, giving feedback difficult. You are afraid the other person will react emotionally. Or you have already noticed you do not get your message accross and that despite your effort nothing has changed. You realize that positive feedback is needed to give the other the opportunity to do something about his behavior, and learn of the effect of his behavior. You also realize that it is unpleasant to bottle up your own insights and irritations.

You would like to give more feedback in a way that is pleasant to the recipient. In this competency training you explore first the purpose of feedback. You receive a model for giving feedback, which aims to articulate the message as clear as possible without triggering much resistance. Following on you learn how to deal with your own emotions and the emotions of others.

After completion of the training you:

- Recognize your feedback as a means of communication and self-reflection
- Are familiar with a model for giving feedback
- Know how to bring the message accross
- You can deal with the recipient's emotions when giving feedback
- You deal with your own emotions when giving feedback
- Know when feedback is given in appraisal and assessment interviews

Who should attend Giving and receiving Feedback

For every professional who wants to get the best out of themselves and others every day, such as:

The training is intended for employees who want to give better feedback or good feedback more frequently in their work or personal life.

The individual character of the training will ensure that it corresponds to your own situation and learning goals. You work with practical tasks, assignments with colleagues, practicing in your own work situation, gain introspection and interaction with your supervisor.

Every week you discuss the completed assignments with your tutor by phone or mail. The total study is



approximately three (working) days within a period of up to three months, depending on your learning objectives and time.

The training is tailored to the needs of the participants, whether you join a group course, or if you join an individual course like Workplace Learning.

Prerequisites

No specific prior knowledge or prior education is required for participation in the training. This training does not stand on its own, but is part of several of our curricula. You want to make the right educational choice and develop optimally. Our curricula help you with this. Curious? You can find them on the Curriculum page.

Objectives

After completing the training, you will:

- Recognize feedback as a means of communication and self-reflection
- Be familiar with a model for giving feedback
- Know how to convey your message effectively
- Be able to handle the recipient's emotions when giving feedback
- Manage your own emotions when giving feedback
- Understand when feedback is appropriate in appraisal and assessment interviews

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