



# Providing Objective and Constructive Feedback

Giving objective feedback is crucial in youth workforce programs to foster growth, improve performance, and ensure fair distribution of stipends. This handout provides guidelines on how to deliver constructive and objective feedback effectively.

## Preparing for the Feedback Session

- Gather Data - Collect information on performance through observations, reports, and other relevant sources.
- Review Criteria - Ensure you are familiar with your program performance criteria and expectations, and stipend guidelines or policy.
- Create a Comfortable Environment - Choose a private, neutral space for the feedback session.

## Feedback Strategies

*Situation - Behavior - Impact, SBI*

<b>Situation:</b> Describe the specific situation where the behavior was observed.	<b>Example:</b> During the team meeting on Tuesday ( <i>Situation</i> ), you interrupted others multiple times ( <i>Behavior</i> ), which led to confusion and a longer meeting duration ( <i>Impact</i> ).
<b>Behavior:</b> Detail the observable behavior without making judgments or assumptions.	
<b>Impact:</b> Explain the impact of the behavior on the team, project, or individual	

## Tips

Be specific and clear

- Avoid vague statements. Provide concrete examples.
- Focus on observable behaviors, not personal attributes.

*The Sandwich Method - Balance Positive and Constructive Feedback*

<b>Start</b> with positive feedback to build confidence	<b>Example:</b> Your presentation was well-organized and engaging (Positive). However, it exceeded the time by 10 minutes, which disrupted the schedule (Constructive). Next time, try to keep it within the allocated time. Let me know if you need further assistance, I'd be happy to help! (Encouraging)
<b>Follow</b> with constructive feedback for improvement	
<b>End</b> on an encouraging note	

## Tips

Encourage Self-Assessment

- Ask youth to reflect on their performance and identify areas they think they did well and areas for improvement  
*Example - How do you think the meeting went? What did you feel went well, and what could be improved?*



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## Set Clear Goals and Action Plans

- Collaborate to set achievable goals and outline specific steps for improvement. Take advantage of providing youth with coaching opportunities!
- Ensure goals are SMART (Specific, Measurable, Achievable, Relevant, and Time-bound)

## Follow Up

- Schedule regular check-ins to discuss progress and provide ongoing support.
- Adjust goals and plans as necessary based on the youth's development.