Constructive feedback checklist

This activity helps you structure your feedback effectively by following a simple checklist. By practicing with a clear framework, you'll ensure your feedback is specific, supportive, and actionable.

Process:

1. Create a Feedback Checklist (5 min)
Develop a checklist with key points for giving constructive feedback, such as:
- Be specific—focus on clear, concrete points.
- Avoid assumptions—base feedback on facts, not opinions.
- Use neutral language—keep it professional and non-judgmental.
- Offer solutions—suggest ways to improve.
- End with encouragement—reinforce strengths and progress.

2. Practice Giving Feedback (10-15 min)
- In a group: Pair up and give feedback on a mock task (e.g., a short presentation or written response). Use the checklist to guide your feedback.
- Alone: Think of a real-life situation where you gave or received feedback. Write down how you would structure your feedback using the checklist.

Reflection:
- Which checklist items made feedback more effective?
- How does a structured approach improve feedback delivery?
- What will you change in your feedback approach based on this exercise?

By using this constructive feedback checklist, you'll ensure your feedback is clear, helpful, and encouraging, making it easier for mentees to apply and grow from your guidance.