# 6 Tips for Giving Effective Feedback

## Be Timely
Provide feedback as soon after the relevant event as possible.

## Be Direct
Focus on behavior you've observed directly. Don't make assumptions about motivation or intent. Be clear. Be descriptive. Avoid judgements. Avoid the passive voice.

## State the Facts
Be clear. Be descriptive. Avoid judgements. Avoid the passive voice.

## Provide Guidance
Ask the recipient for their experience and point of view. Solicit recipient's ideas for corrective action. Summarize key points of discussion. Ensure common understanding.

## Listen
Offer suggestions if needed.

## Agree on Next Steps