

— 4 WAYS TO DELIVER — EFFECTIVE EMPLOYEE FEEDBACK

GATHERED FROM A GLOBAL NETWORK OF LEARNING LEADERS JUST LIKE YOU

Effective feedback is essential to a positive workplace culture.

Honest communication between managers and employees can ...



Provoke change and fuel growth.



Give employees a sense of purpose.



Improve [employee engagement](#) and working relationships.



What is employee feedback?

The process of sharing information with employees about their performance, skills or behavior at work, providing information about how well they are doing their job and [how they can improve](#).

Let's examine **four ways to provide employee feedback**, highlighting the benefits of each approach and tips for success.

1 | 360-DEGREE FEEDBACK

360-degree feedback is a process in which an employee receives feedback from their [manager, peers and subordinates](#) to provide a comprehensive view of the strengths and weaknesses of an employee.

BENEFITS

- + Provides various perspectives on employee performance.
- + Helps managers identify areas of improvement.
- + Increases engagement among employees.



TIP

Ensure participants have ample time to complete evaluations. The employee and manager should work together to create a development plan that is measurable and specific.



2 | CONTINUOUS FEEDBACK

Continuous feedback is a process in which an employee receives [ongoing guidance and direction](#) on a regular basis from their manager and colleagues, shortening the feedback loop.

BENEFITS

- + Fosters more transparent communication.
- + Creates better understanding of current performance.
- + Improves professional interpersonal skills.



TIP

Establish a clear structure and format to provide and receive informal feedback to enhance success.



3 | PERFORMANCE EVALUATION

Performance evaluation is a formal process of measuring an employee's work and results based on their job responsibilities, reviewing [specific outcomes](#) and contributions toward company and team goals.

BENEFITS

- + Sets specific goals for each employee.
- + Uses a standard process and structure.
- + Recognition of employee accomplishments.



TIP

Do not wait for an annual review to address ongoing performance issues. Establish a regular structure for feedback and self-reflection.



4 | PEER-TO-PEER FEEDBACK

Peer-to-peer feedback is a process in which an employee receives informal feedback from colleagues who perform the same duties, providing a unique perspective on their overall performance.

BENEFITS

- + Builds teamwork, relationships within departments.
- + Provides fresh perspectives on professional performance.
- + Alleviates fear of receiving feedback from manager.



TIP

Different opinions and approaches can create conflict. Employees should be trained on how to deliver constructive feedback.



Feedback is essential to building a stronger, more harmonious workplace. [Valuable employee feedback](#) — both positive and negative — can reinforce effective behavior, end bad habits and help organizations accomplish their goals.

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