

Practice giving helpful, effective feedback.

Poor Feedback

Better Feedback

You are crude and disgusting.

Your suggestive stories are embarrassing.

You are rude and inconsiderate.

You didn't allow me to finish. This makes me feel you don't value my comments.

You're unfriendly.

I feel like I'm being left out. Is there some reason for this?

You're a loudmouth.

Because you talked more than others at the meeting, I didn't get a chance to explain my position.

You enjoy putting people down.

I feel you didn't seriously listen to my point of view.

You don't care about anyone but yourself.

You seem unconcerned about others and what they can contribute.

You ran the meeting all wrong.

I'm frustrated we were unable to come to a decision. What can we do better next time?

You are a wonderful person.

I am grateful that you came to my defense.

From *Effective Meeting Skills: A Practical Guide for More Productive Meetings*, by Marion E. Haynes (National Book Network, Inc., 4720 Boston Way, Lanham, MD 20706, 1-800-462-6420)