



constructive feedback

making most of your PMS feedback session

There is a fine line between constructive feedback & negative criticism. Constructive feedback is good for the employee, or anyone you are giving it to.

Post PMS feedback session presents an opportunity for managers to strengthen the relationship and inspire employees for enhanced performance in the future. Effective managers learn to master this important skill and reap the enormous benefits of this exercise.

Contents

- What does a team member expect from PMS feedback session?
- Team leader's expectation at from PMS feedback session
- Why should PMS output be discussed with the team members
- The discussion process
 - How to open the session
 - Giving positive feedback
 - Giving not so positive feedback
 - Critiquing
 - Communicating new targets
 - Closing the session
- Art of listening
- Understanding non-verbal behavior
- Maintaining emotional balance during PMS feedback session
- How to handle reactions from team member

Take Away

On attending this training workshop, the participants will understand skills & techniques for effectively conducting PMS feedback session and will be inspired to use learning in workplace.

Objectives

- Understand the discussion process
- Understand how to provide constructive feedback
- Understand non-verbal queues
- Understand how to effectively handle reactions

Who should attend?

Middle level, Senior level

What is the duration?

1 day, 2 days

[choose duration](#)

Interaction language

Hindi, English, Hindi/ English

Methodology

- Multimedia Presentation
- Lecture
- Facilitated Discussion
- Group exercise
- Individual exercise
- Study material
- Anecdotes
- Role plays
- Inventory
- Games
- Q & A