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**How to criticise constructively or how to give constructive feedback.**

1. Use the Feedback Sandwich technique. To do this you sandwich any negative comment between two positive comments.
2. Show the other person that you are on their side. Show that you are empathic (not sympathetic) and that you recognise many of their good points.
3. Smile lots.
4. Keep it real. Be relaxed, personable, and be yourself and be reasonable. You don't have to pour exaggerated compliments onto the other person, but by being pleasant and personable and by keeping to the facts you should be able to communicate well about this.
5. Start with a positive characteristic or ability of the person – but be accurate about this, don't exaggerate.
6. Most important - criticise the actions of the person, not the person.
7. Use 'and' instead of 'but'.
8. Use 'I' statements – own your feedback...
9. If you can, end with another good point in the critiqued person's behaviour.

**Some examples.**

'You are so good at making those meals, they taste so good. Now I really wish you would clean up the kitchen after you do it. It would really help me a lot. You are so good at helping around the house.'

'What I really liked about your contribution to the projects was....One way you could improve this is...one of your greatest strengths is

You make a really valid point. One thing I like about your thinking is... Let me counter your argument by saying...Like I said you made a good point...one thing that always impresses me about you is....

The first thing I observed about your work was....and that was just right. I like it. Now can we tweak this one thing...it'll be even better. That's right you got it. That was great, I love the way you...  
jd 2010