

## Getting Receptive Feedback in the Workplace

### CHECKLIST

#### ○ Normalize feedback culture

Regular check-ins encourage openness.

#### ○ Deliver feedback constructively

Focus on solutions, not blame.

#### ○ Encourage a two-way dialogue

Employees should feel safe sharing their perspectives.

#### ○ Improve feedback receptivity by:

- **Employing active listening:** Understand what is required of you.
- **A calm, open mindset:** Encourage understanding, not defensiveness.
- **Asking questions:** Show openness and curiosity, gain clarity.

