

Empowering Mid-Year Appraisals: Mastering Constructive Feedback

In preparation for mid-year appraisals, it's vital for managers to enhance their feedback skills. However, certain phrases or statements from managers can sometimes inadvertently create tension or demotivation within a team. Here, we'll explore common phrases managers use, potential pitfalls, and constructive ways to address them.



"Your work is very careless."



When a manager critiques an employee's work as "careless," it can be disheartening and vague. Instead, managers should offer specific feedback on what aspects need improvement, such as, "There are regular mistakes in your work that we need to discuss. Here are some examples."



"You make too many mistakes."



This statement can be discouraging without actionable steps for improvement. Managers should offer constructive feedback such as "I want to discuss what we can do to reduce the level of mistakes."



"You need to sort this problem out"



This statement can come across as directive without providing clear guidance. Instead, a more constructive approach such as "I want to discuss how I can support you in sorting this problem" would help



You should have taken more responsibility on that [task/activity].



Blaming an employee without addressing underlying issues can lead to defensiveness. Managers should encourage accountability and can instead ask "Do you agree that you were the person responsible for that [task/activity]?"