

# Feedback guidelines

For use with participants during practical exercises

## How to provide structured, constructive, and timely feedback

Faculty are encouraged to use this quick guide during practical exercises to provide feedback to the participants. Feedback can be provided on each individual skill (step) and for the whole practical exercise.

### Feedback needs to be

**F**requent  
**A**ccurate  
**S**pecific  
**T**imely

## Feedback during practical exercises—why and when?

Giving and asking for feedback should be part of the interaction between faculty and participants. Make sure the feedback relates to the learning objectives and defined outcomes, reinforces the learning experience, and is not judgmental.

### Timing:

The participants have completed the skills training or individual steps of a practical exercise/workshop.

### Follow these four steps when providing feedback:

- 1** Ask the learners what went well (to accentuate the positive)
- 2** Describe what went well from your point of view (accentuate the positive and give objective comments)
- 3** Ask learners to describe what they would do differently next time (positive approach)
- 4** Confirm what you would like them to do differently next time