

Pearls for **W**ritten **F**eedback

Be **timely** with written feedback so the learner can use it to improve.

Consider the learning outcomes and expectations of both the program and the learner.

Begin with a **brief summary**.

Focus on **no more than three areas of improvement** (1 or 2 are fine).

Include **reasonable detail** for the learner to act on that is constructive, accurate and objective.

Echo what has already been discussed verbally in person.

Create a **balance** between **appreciating, coaching, and evaluating**.

Suggest a **plan for improvement** with the learner that is tied to program and learner goals.

Feedback should be...

Specific

Measurable

Attainable

Realistic

Timely