



Key Points - Accepting Feedback

There are several things you can do to correct your mistakes or make changes to your work:

1. First, listen to your supervisor about what needs to be done differently. You show that you are listening by:
 - ✓ Looking towards your supervisor
 - ✓ Not interrupting
 - ✓ Keeping a pleasant expression on your face
 - ✓ Keeping a calm and pleasant tone of voice
 - ✓ Nodding your head and saying things like, "Okay" or "Yes"
2. Then, calmly and respectfully ask your supervisor questions about what you should do differently if you do not understand or are unsure of something.
3. You could also ask a support person or friend for help. For example, if you are told you are arriving to work late consistently, ask a roommate or friend to help you find a way to get to work on time. Then you need to correct your mistakes or change what you are doing based on the feedback you have been given.
4. Make the change that your supervisor has told you to make. Do it right away.