

How to Offer *Constructive Criticism*



- ✓ Deliver criticism in private, not in public
- ✓ Focus on the problem, not the person
- ✓ Limit criticism to one topic
- ✓ Define the problem clearly
- ✓ Give specific and accurate examples
- ✓ Allow the other person to explain
- ✓ Avoid blame, shame and arguing
- ✓ Find a mutually-agreeable solution