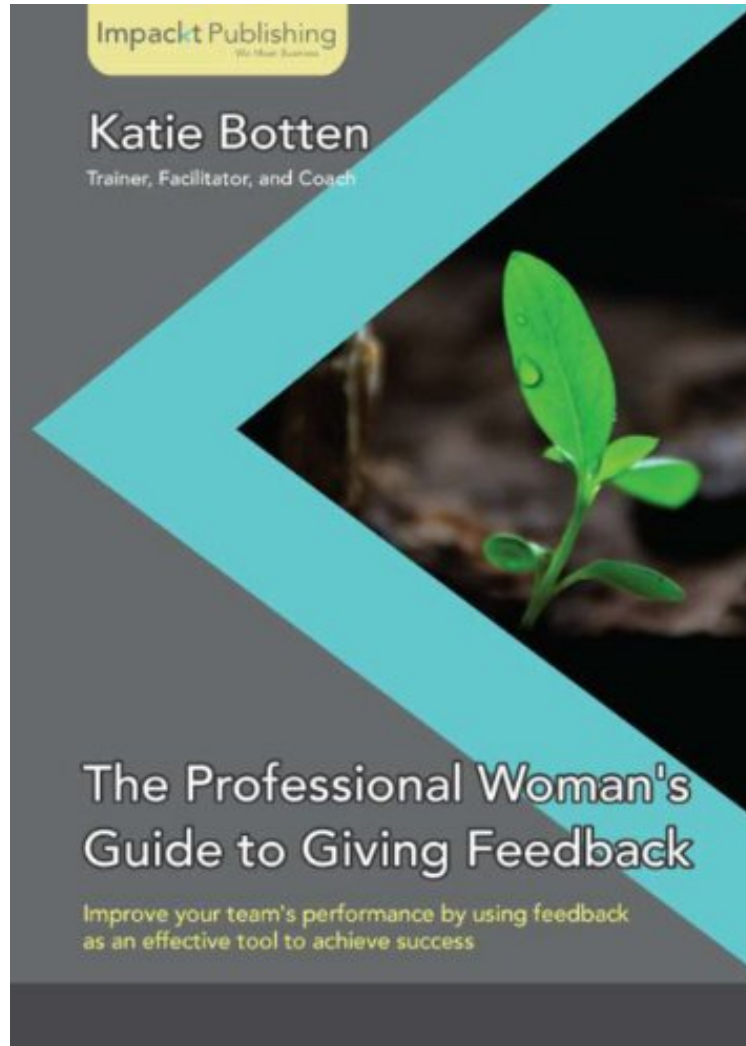


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## The Professional Woman's Guide to Giving Feedback

*Katie Botten*

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**Katie Botten : The Professional Woman's Guide to Giving Feedback** before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Professional Woman's Guide to Giving Feedback:

0 of 0 people found the following review helpful. A helpful boost to all womenBy jlbBThe fact is women and men are as different as each person is from one another, so why not give our females a managing boost? Katie Botten dives into some of the theories of human nature and practices of good communication to help dispel any misunderstandings. One of the unique aspects of this book is it not only teaches you how to give feedback, but how to receive feedback. It does a great job reminding the reader to keep focused on the main goal and how to control and respond with your reactions or feelings. When you receive feedback, it may initially clash with your view of what happened or annoy you because your intentions were misunderstood. Feedback is the key to unlocking unhelpful, unproductive patterns of behavior, and the insight it gives you allows you to address issues and continually improve

your performance and effectiveness. As women, we often identify ourselves with what we do and it's easy to be caught up in someone's negative perspective. However, the main goal is to improve, even if it just finding a way to make your intentions more transparent. The part of this book I found the most helpful, was the strategic list of questions given for you to answer before you give someone feedback. When I read books designed for busy professionals, I try and put myself in similar mindset. I want all the information broken down and clearly defined into brief and direct portions and then give me exercises, advice, and tips to help me develop my own tactics. This book did not deliver on this formatting. The strategic information in the book deserves 5 stars (or bolts), but I was wading through many of the technical and psychological theories first and that deterred me from giving this book the highest rating. 0 of 0 people found the following review helpful. **Helpful Guide For Both Giving and Receiving Feedback** By Toi B. Wright This book is divided into three sections. 1. Getting and Making the Most of Feedback 2. Giving Feedback for Development 3. Giving Performance Feedback I really like that the first thing that the book covered was how to take feedback. I think that it is important to be able to both give and receive feedback. And, the ability to ask for feedback and act on that feedback is one of the most important skills of a successful person. Another feature of the book that I really liked were the learning activities. Each activity made me stop and think about my past successes and opportunities for improvement in regards to both receiving and giving feedback. My favorite feature of the book were the copious examples. The author gave many examples and quite a few of them rang close to home. With the examples she not only showed the wrong way to handle a particular situation, but she also showed the better way to handle the situation. This is definitely a must-read for any woman who is trying to improve their own performance and/or the performance of those around her. 0 of 0 people found the following review helpful. **Giving constructive reviews** By Priyanka Tyagi This book gives good guidelines for a professional woman to prepare herself to give constructive feedback generously. Basically, this book talks about developmental and performance reviews. Women tend to be more emotional towards other people. They fear about upsetting them by giving their feedbacks. This book explains that a feedback is not necessarily meant to be negative. It could be communicated positively. It's not all about giving feedback to others, but also put emphasis on receiving feedback positively from others without getting mad. It talks about how an effective feedback helps in to learn about oneself and become successful eventually. I really liked the explanation about the feedback models to be avoided: The Ostrich, The Squirrel and The Dodger. Overall, it's a good read to refresh our insights about feedbacks and prepare a fresh outlook to give and receive them.

It can be difficult for women to get ahead at work, particularly in male-dominated environments. However, there are ways to get an edge at work and great feedback is one of them. It may seem like a small element of business life, but knowing how to use feedback effectively can not only allay everyday stresses and anxieties, but it can drive business performance to excellent results. This book will demonstrate exactly how women can use feedback in this way, explaining with clarity and practicality exactly how to make the most out of feedback, and to bring confidence and results at work.