

	<h1>Course Information</h1>	
	Course Name: Feedback Fluency	
	Course Developer: Valerie S. D'Intino, ENP	
	Course Hour(s): 1	Target Audience: Trainers, Supervisors, and Leadership

I. Description:

- This course will define feedback and demonstrate its usefulness in our personal and professional development. Delivering objective feedback in a professional manner, to effect change, is a lifelong skill that can serve you with your team members as well as when you move into a leadership role. Just as important as delivering feedback, we'll notice how accepting feedback makes room for more growth.

II. Pre-requisites:

- None

III. Objectives:

- Define Feedback and why it is important
- Understand the distinction between subjective & objective feedback
- Identify EFFECTIVE feedback
- Offer a format for delivering objective feedback
- Discuss being receptive to feedback

IV. Facility Needs:

- Tables
- Chairs
- ADA Accessible Facility
- Bathroom Facility

V. Equipment/AV Needs:

- Projector
- Screen or SMART/View Board
- Computer or HDMI Connection

VI. Other Needs:

- If offered virtually, platform must allow students the ability to engage and ask question of the instructor via chat or otherwise.

VII. Special Notes:

- Class is limited to 45 students unless other arrangements are made with instructor.

VIII. Maintenance:

The course information will be reviewed at least annually.