

## Tips on receiving criticism with grace in the workplace



Let's face it, it isn't always easy to accept constructive criticism in a graceful manner. It can sometimes feel like a personal attack, even though the person giving the feedback doesn't intend it to be construed as such. If you happen to be someone hovering on the sensitive (or self-critical) side when it comes to responding to this type of criticism, read the following tips. They're meant to help you accept critical feedback like a champ.

### **Ask for Specifics**

One of the best things you can do to help you accept constructive criticism in a positive manner, is to ask for specifics. Unfortunately, it's difficult for

many people to give this kind of feedback in the first place. That being said, if you don't understand something or feel as though you don't have enough information to make a change for the better, ask for further details.

Chances are, the person sharing the information with you will be more than happy to give you additional feedback. Asking for it goes a long way in letting that person know that you really want to make changes and inevitably succeed.

### **Request Additional Help**

Requesting additional help doesn't make you seem incompetent; it shows that you want to improve in whatever you're having difficulty with. You'll probably find that the criticism-giver will be more than happy to give you the extra help that you need. However, if that person is unable to assist, ask them to refer you to someone who can do an adequate job.

### **Share Your Progress**

It never hurts to share your progress with the person who you're interacting with. It's just another way to show that individual that you're truly okay with the things they've discussed with you. It also indicates that you are serious about doing all you can to change the current situation for the better. You even have the option of "going the extra mile" and asking for additional feedback on what you've accomplished. By doing so, you may find it easier to stay on track with the rest of the project.

## **Don't Take It Personally**

Last but not least, never take constructive criticism personally. If you do, chances are, it will only make the situation at work worse, and you certainly don't want that. If the criticism is harsh, keep in mind that the person giving it may be having a difficult day. Don't let that reflect on your relationship or think that it's the way you'll most likely discuss things in the future.

Armed with this information, will help make it easier for you to accept constructive criticism? One of the most important things to remember is that this feedback is meant to help you with future endeavors. Very seldom is it meant as a personal attack. Remember, the best thing you can do is to remain calm and try to learn from the experience. It can be a good one!

## **Questions**

1. Should criticism be thought of as a positive thing?
2. At your job do your boss give criticism?
3. How does criticism make you feel?