

Errata

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Title: CHCLEG001 Work legally and ethically

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Attachments
NEW p. 74: CHCLEG001 Work legally and ethically

Please use the attached page to replace erroneous page in the above resource.

Aspire Learning Resources

3B Proactively share feedback with colleagues and supervisors

One common feature of a successfully functioning and continuously improving workplace is the ability of team members to discuss issues and share feedback. This should be something that occurs with all members of the team. Feedback and discussion enables all participants to be part of change processes and gives each person the opportunity to understand why and how things are done.

Share feedback

As part of a team it is your responsibility to contribute to discussions and networking within the team. This may occur informally during the day as you work and chat with co-workers; or in a more formal manner, as described below.

Opportunities for sharing feedback formally include:

- ▶ staff meetings
- ▶ parent meetings
- ▶ committee meetings
- ▶ team meetings
- ▶ room meetings
- ▶ professional development in-services or updates
- ▶ performance appraisals
- ▶ feedback sessions.

Example

Share feedback

During morning activity time, Christine and Liz noticed that many of the children are playing outside. Only two children remain indoors. This means that Christine is required to supervise these two children, while Liz is outside with the remaining group.

That afternoon, Christine and Liz make time to reflect informally on what had happened in the morning, discussing any thoughts and ideas they had. They record their discussion in notes so they can use the information during their planning time. They decide that they need to review their routine and what they can safely offer the children, to provide better supervision for them all.

Practice task 14

1. When could an educator provide formal feedback to their colleagues or supervisor? Provide at least four points.

2. Why is it important for all participants in the workplace to be involved in feedback and discussion?
