HOW TO CORRECT YOUR SUBORDINATES WITHOUT GETTING OFFENDED

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Part of your job as a Head or rather a “Boss” is to give your subordinates some kinds of feedback that will help them learn to grow. Of course, you want to do this in a way that encourages them to continue trying, and certainly not to hurt their feelings. As you probably already know, some of your subordinates are more sensitive than others, so giving constructive criticism can be a tricky thing. Here are some ways to correct your subordinates without hurting their feelings.

The first one is being Positive, it is the most important thing you should remember when giving out correction is to keep your words and attitude positive. You want your Subordinates to gain from your correction and learn from it. Being negative may only serve to bring down the subordinate’s self-esteem and give him a feeling of hopeless. As a Head you might try saying, Mr. Juan Dela Cruz, you made a good effort here, but I think if you try to do this …..,it will work better next time” in that way your subordinates know that you see the effort that he / she made.

Furthermore, you should know when to deliver corrections, never ever embarrass your subordinates in front of others or rather pinpoint the mistakes especially with negative comments because you will be forcing your subordinates to distrust you. Talk to him in a Close door and discuss to him what he / she need to correct.
And lastly, correct the work not your Minions, keep in mind that correcting your Subordinates work is not you correcting your Aides. It is important that your Subordinates understands you are correcting his work, not who he/she is. Let your Subordinates know that you still like him, and he/she is a good worker in that way you can see the great improvement on his work and develop a good rapport in a mere future.