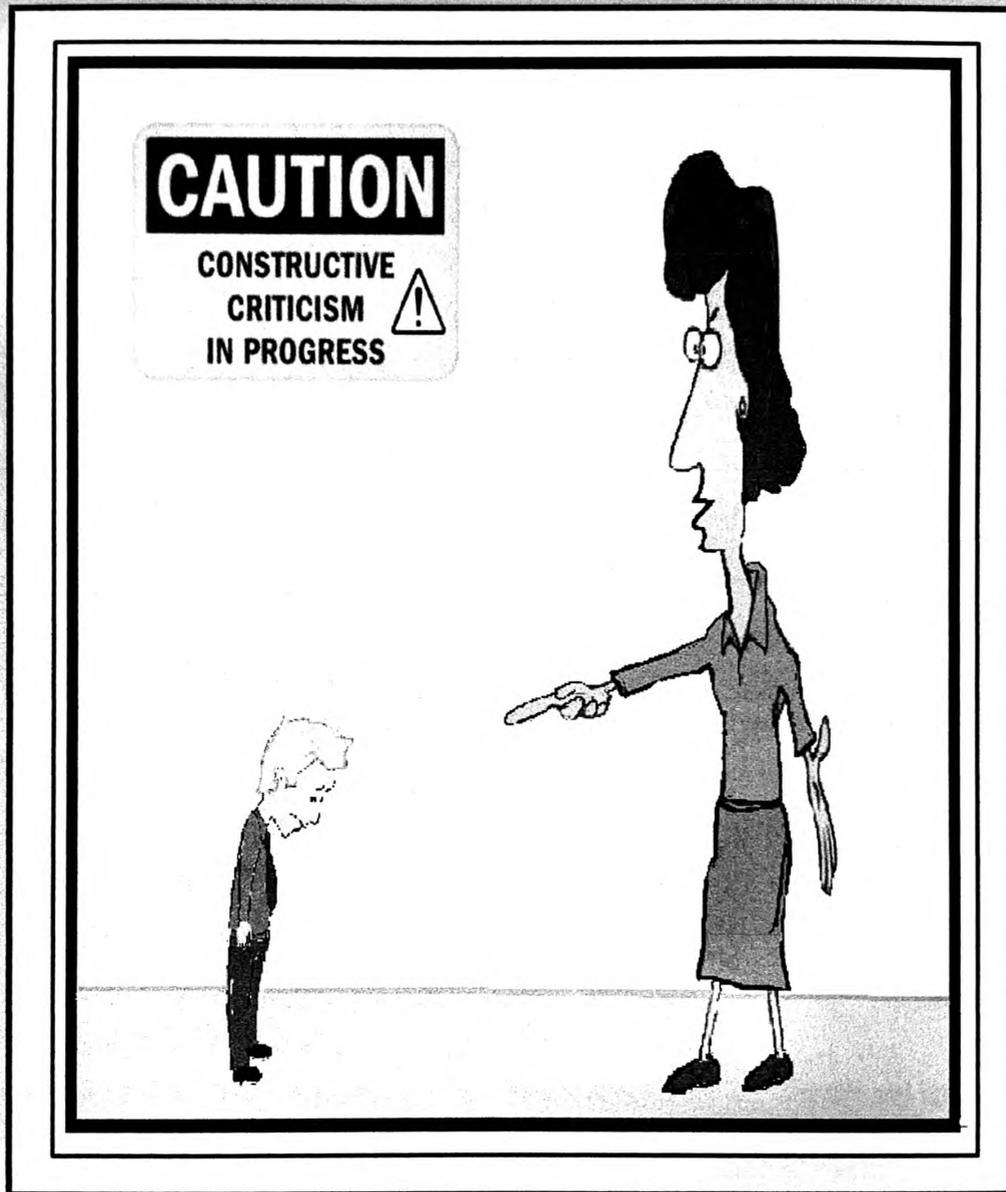


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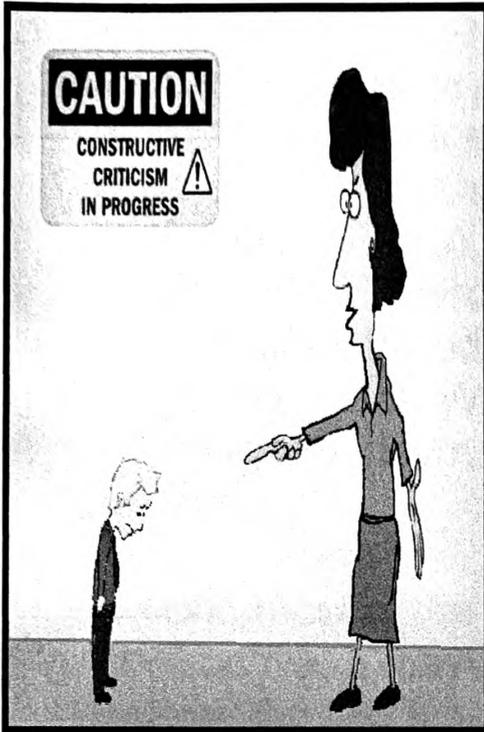
Criticism at Work



**WHAT IS CRITICISM?
WHAT ARE THE TWO MAIN TYPES OF CRITICISM?
WHAT STEPS ARE USED TO ACCEPT CRITICISM?**

Criticism at Work

WHAT IS CRITICISM?



*How do you handle being told you are wrong or have a problem? Does it make you angry or hurt your feelings? If it does, you are not alone. Numerous people become upset or hurt when they are criticized. Yet, **criticism**, which is defined as someone pointing out a problem or fault of a person, is an everyday reality. We are exposed to criticism at work, in school, and in our personal life. Though many people have a difficult time handling criticism, it is a tool that can help us learn and improve ourselves. Hence, it is important that we learn how to accept or deal with criticism and not take it personally.*

Criticism at work is very normal; it is used all of the time. Criticism is used by managers as a learning tool to help employees become better workers. Employers use criticism in performance evaluations, to measure employees' work habits, and to give advice. It is difficult to become good at your job, if the boss is not telling you what you are doing wrong or what you can do better. We learn from our mistakes and failures. Therefore, in order to succeed at work, one must learn to properly deal with criticism.

Answer each question with a complete sentence on a separate piece of paper.

1. How do numerous people take criticism?
2. What does criticism mean?
3. Where are we exposed to criticism?
4. What can criticism be a tool to help us with?
5. At work, why is criticism used by managers?
6. It can be difficult to become good at your job, if the boss is not doing what?
7. In order to succeed at work, what must one learn?

Criticism at Work

WHAT ARE THE TWO MAIN TYPES OF CRITICISM?

There are different types of criticism. Criticism can be destructive (*negative*) or it can be constructive (*positive*). **Destructive criticism** is when a person is purposely trying to hurt your feelings. Someone calling a person stupid or ugly would be an example of destructive criticism. On the other hand, **constructive criticism** is when someone is trying to help you learn or improve yourself by pointing out what you did wrong or what can be improved. This type of criticism often includes advice or suggestions on how you can do something better. When it comes to these two types of criticism, it is best to ignore destructive criticism and learn to accept constructive criticism.

At work, most of the time, the criticism that you will receive will be constructive. It may not always sound or feel that way. Some people confuse the two types of criticism at work, thinking a boss may be using destructive criticism because the boss raised his or her voice, was angry, or seemed unfriendly. However, to learn from criticism you can't take it as a personal attack or that it means you are a bad person. Instead, you need to step back and listen to the words being said and look at the behavior or action that the criticism is addressing. Then, you must choose to fix what is being criticized. Feeling sorry for yourself or becoming upset doesn't fix the problem. Learning key strategies to properly deal with criticism at work will be essential, if you are going to be successful in the workplace.

Answer each question with a complete sentence on a separate piece of paper.

1. What are two types of criticism?
2. What is destructive criticism?
3. What is constructive criticism?
4. What type of criticism should you ignore?
5. What type of criticism should you learn from?
6. In the workplace, what type of criticism is used most often?
7. To learn from criticism, what must you NOT do?
8. To learn from criticism, what must you do?

Constructive

Destructive vs

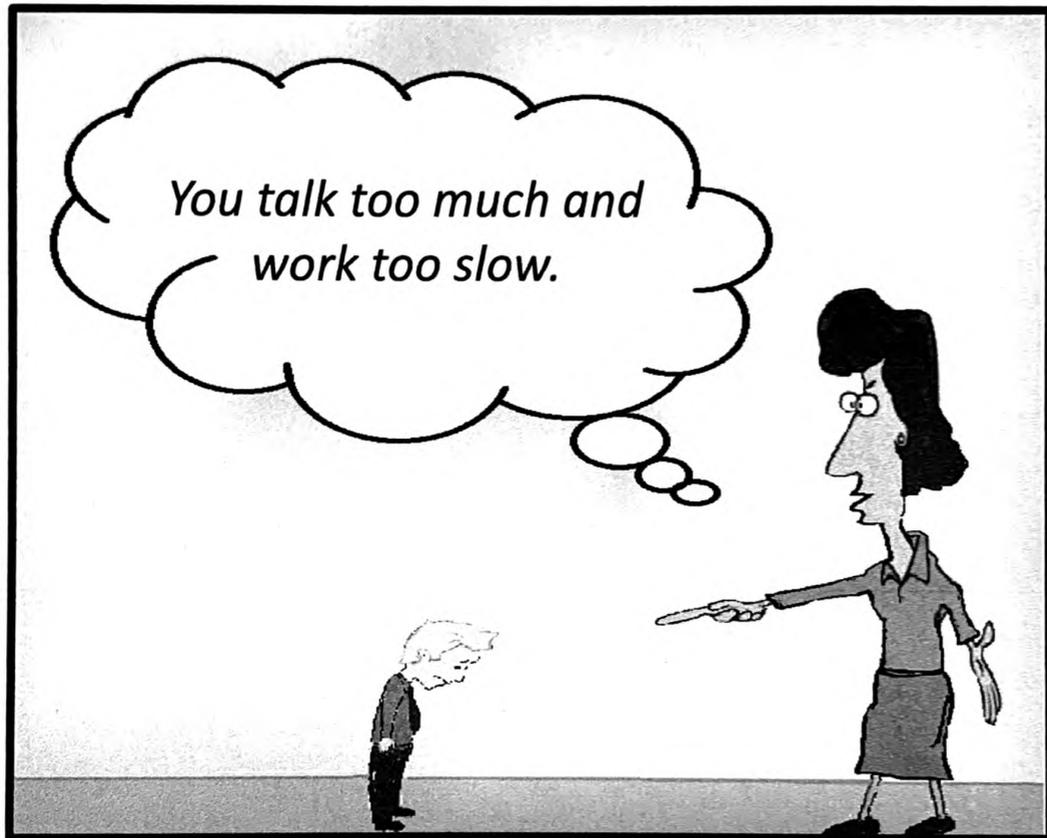
Introduction to Criticism at Work

Criticism

is when someone points out a problem or fault of a person.

Name _____

Per. _____ Date _____



1. How do you think the person feels that is being criticized in the cartoon above?
2. What do you think the person should say or do that is being criticized?
3. How do you feel when someone criticizes you?