

COMMUNICATE TO INFLUENCE

Effective communication means understanding what works best for you and recognizing the needs of those you're interacting with. There's no one right way; it's about reading the room, being open to feedback, and seeking support when needed.

What is your communication style? What would you like to change? This is not a test. There are no right answers. It's a self awareness activity to help you identify your communication strengths and development areas. Do this activity periodically, every 4 - 6 months. Do your own assessment, and ask someone on your team to fill it up for you.

Voice & Tone

I speak in a soft voice; people have to lean in to hear me



I speak loudly; sometimes, I'm asked to use my inside voice

Cadence

I speak slowly, with pauses, often running out of time



I speak fast, sometimes forgetting key points

Presence

I make eye contact; my phone is kept face down



I make interval eye contact, sometimes multi-tasking

Humor

I try to keep it light; some people don't get my jokes



I'm witty, my jokes funny, but some people take offense

Appreciation

I compliment on the go; I give credit openly and often



I believe actions speak louder than words; I'd rather show it

Flexibility

I'm all for new & different ideas; but sometimes I lose focus



I do all the research and I know what we need

Humility

I listen to other people & share opinions; the best ideas come from my team



I am confident in my ideas; I listen to others but rely on my own experience

