

LEADERSHIP ESSENTIALS: COMMUNICATION SKILLS

Reflection Sheet

Which type of communication do you feel you are best in? (Written, Verbal, Nonverbal, Active Listening)? Why?

Which type of communication do you feel you need the most work on? Why? (Written, Verbal, Nonverbal, Active Listening)?

Check the areas that you feel you need to work on:

- | | |
|---|---|
| <input type="checkbox"/> Being clear and concise | <input type="checkbox"/> Committing to practicing communication skills |
| <input type="checkbox"/> Preparing ahead of time | <input type="checkbox"/> Seeking to understand yourself better |
| <input type="checkbox"/> Being mindful of nonverbal communication | <input type="checkbox"/> Encouraging feedback |
| <input type="checkbox"/> Being mindful of your tone | <input type="checkbox"/> Developing strong relationships |
| <input type="checkbox"/> Practicing active listening | <input type="checkbox"/> Getting to know your team members and their communication styles |

What are one or two steps that you can take to work on continuing to improve your communication skills?