communication that connects the dots between customers • colleagues • communities • results

It can be challenging to understand how effective we are as communicators. Often we have a vague notion of what we do well and what we struggle with. It can be very helpful to take a moment to assess ourselves and ask for specific feedback. Discover your communication strengths and opportunities by simply creating your own assessment and then tap into the feedback of professional colleagues, family or friends. Find out if the way you see yourself is the way others see you.

Begin by assessing your strengths and areas to improve upon. What do you consider to be your greatest strengths as a communicator and what areas do you feel you need to improve upon?

Greatest Strengths

1. _____

2. _____

3. _____

4. _____

5. _____

What to improve upon

1. _____

2. _____

3. _____

4. _____

5. _____

Next step is to select between 6-10 people to complete the survey on you. Make sure you have a diverse combination of work colleagues (your manager, peers or direct reports – even customers!) Next ask a few family members or friends to complete the inventory as well. Ask for candor and honest feedback. (the following page is a form you can use). After you've gathered all forms (including yours) take a look at how aligned your perception is with others. It should confirm your strengths and re-enforce areas to work on.

Communication Inventory for _____

Dear colleague,

I am working to fine-tune my communication skills and would appreciate it if you could provide me with candid feedback. Please take a few moments to jot down what you consider to be my strengths as a communicator (whether it be presentation, interpersonal or digital) and limitations (areas to work on).

Thanks so much!

Greatest Strengths

1. _____
2. _____
3. _____
4. _____
5. _____

Comments:

_____

_____

_____

What to improve upon

1. _____
2. _____
3. _____
4. _____
5. _____

Comments:

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Notes