

Communication

Action Planning Worksheet



What are your top insights from your report and the session about your communication strengths?

What one specific thing are you going to try to make the most of these strengths?

Write the name of a specific colleague or stakeholder who you'd like to communicate with better.

Which of the developmental areas in your report describe your behavior when communicating or interacting with this person?

To what extent are any of these behaviors hindering your effectiveness?

Which of the suggested remedies are you going to try out with this individual?

How will you know if your experiments with adapting your style with this person are proving effective?