

Self Evaluation

Are You a Good Communicator?

Take this short test to see how well you communicate in your workplace.

		Yes	No	Some- times
Listening				
1.	When someone talks to you do you stop what you are doing to listen?			
2.	If you do not have time to listen immediately, do you arrange for another time where you can provide your full attention?			
3.	Do you provide use eye contact and non-verbal cues to let the person know you are listening?			
4.	Do you clear your mind to hear what is being said rather than think of how you are going to respond?			
5.	Do you focus on what is being said rather than judge what is being said or the speaker themselves?			
6.	Do you reflect back what you believe the speaker has conveyed to you to be sure you understand?			
7.	Do you ask questions to gain clear understanding rather than assuming you know what is being conveyed?			
8.	Do you answer your phone or check text or email messages while someone is talking to you?			
Connecting				
9.	When instigating a conversation do you check to see if the other person is free to talk first?			

10.	Do you take time to decide the appropriate method and time to communicate with others to enable calm and effective interactions?			
11.	Do you genuinely 'connect' with the person first before starting your communication?			
12.	Do you endeavour to understand the others you are communicating with?			
13.	Do you observe the nonverbal cues of whom you are communicating with?			
14.	If you do notice the non-verbal cues, are you curious about what is occurring for that person rather than make a judgement?			
15.	Do you notice if you are in or out of rapport and if this changes?			
Communicating				
16.	If you instigate the communication, do you focus on the those you are communicating with, free from distraction?			
17.	Do you take the time to begin with a friendly greeting or conversation?			
18.	Do you take the time to communicate clearly and concisely and in a way the person/people understand?			
19.	Do you check to ensure that what you have communicated is what has been understood by the other party?			
20.	Do you treat others you are communicating with, with respect?			
21.	Do you consider how others may react or respond to what you are communicating?			
22.	Do you enter conversations and communication free of 'story' or negative judgement?			

23.	Do you take responsibility for your communication and its impact?			
24.	Do you take the time to organize your thoughts and communication so that it is appropriate, clear and structured for ease of understanding?			
25.	Are you always respectful of those whom you are communicating with and respectful of their viewpoints?			
26.	Are you prepared to hold challenging conversations with all of these aspects of good communication involved?			
Reflecting				
27.	Do you take time to reflect on communication and where necessary correct any miscommunication?			
28.	Do you apologise if you are in the wrong in a communication?			