



COMMUNICATOR'S CHECK LIST

ARE YOU A GOOD COMMUNICATOR? DO YOU...

	Actively listen to the conversation?
	Have a stake in the outcomes of a particular communication process or engagement, and feel responsible for making it successful?
	Work toward multi-lateral understanding?
	Ask lots of questions to improve your understanding?
	Take an active role in managing communication?
	Preserve relationships during an engagement, and by doing so, preserve the self-esteem of others?
	Find that selecting the right words and gestures help you communicate more effectively?
	Care as much about the information you deliver as the information others receive?
	Work to find ways to expand and improve your communication styles?
	Have many ways of communicating and choose to use the methods that best fit the situation?
	Use reflective listening techniques to improve the accuracy of what you're communicating?
	Realize that people process information in different ways? Do you try to reach people in ways they can best receive that information?
	Take care to be sensitive to your own pace and the pace of others?
	Enjoy and take pride in a successful communication event?