

STAYING COMMUNICATIVE TIP SHEET

- Solicit feedback from two peers and two staff members regarding the strengths and weaknesses of your communication style.
- Review any previous surveys or feedback on your style to identify specific communication difficulties.
- Explicitly let others know that you are working on better communication and want their feedback as you interact with them.
- Invite coworkers to offer feedback following interactions with them.
- Pass on important practice and project information as soon as feasible - share more than the minimum to increase trust.
- When beginning work, ask coworkers what information would help them be more effective.
- Schedule relationship building time with key peers and staff members on a monthly basis.
- Hold regular meetings to discuss work plans and expectations for your people.
- Double check with people to be sure they understand the tone and content of your communications with them.
- Communicate the reasoning behind established procedures and deadlines.
- Encourage others to express contrary viewpoints