

SELF ASSESSMENT: COMMUNICATION SKILLS

1. State my views without asking for the views of others	1 _____ 5 _____ 10	State my views and ask genuine questions to understand the views of others
2. Don't share relevant information	1 _____ 5 _____ 10	Share all relevant information
3. Assume we have all the information	1 _____ 5 _____ 10	Ask questions for clarification to be sure all questions are addressed
4. Keep my reasoning and motivations private	1 _____ 5 _____ 10	Share rationale, intent and motivation
5. Act on untested assumptions as if they are true	1 _____ 5 _____ 10	Test assumptions and inferences
6. Control the conversation, the options, and the decision	1 _____ 5 _____ 10	Problem solve as a team
7. Focus on positions, not interests	1 _____ 5 _____ 10	Focus on interests, not positions
8. Avoid/save face on difficult issues	1 _____ 5 _____ 10	Discuss the difficult
9. Treat others depending on who they are	1 _____ 5 _____ 10	Treat others with consistency
10. Treat others without respect or sensitivity	1 _____ 5 _____ 10	Treat others with respect and sensitivity

TAKE-AWAYS

Three things I learned or am going to try....

1.

2.

3.
