

**Communication self-assessment**

**Please circle where you think you are.**

1. How well do you know your own personality ‘default’ traits?

|  |  |  |  |
| --- | --- | --- | --- |
| Extremely well.  I have undertaken a personality assessment and put my learning into practice. | Well.  I have undertaken a short personality activity, but have yet to put my learning into practice. | Not too sure.  I have not done the personality activity, but have done some reading around the area. | Not at all.  This is new to me. |

1. How well do you know your ‘default’ communication style?

|  |  |  |  |
| --- | --- | --- | --- |
| Extremely well.  I have undertaken lots of communication training that has focused on my style/ approach and put my learning into practice. | Well.  I have undertaken some communication training that has focused on my style/ approach, but have yet to put my learning into practice. | Not too sure.  I have not done any specific training but have done some reading around the area. | Not at all.  This is new to me. |

1. How well do you know the ‘default’ communication styles of the people you communicate with the most frequently?

|  |  |  |  |
| --- | --- | --- | --- |
| Extremely well.  I have done lots of communication training that has looked closely at the styles/ approaches of others and put my learning into practice. | Well.  I have done some communication training that has looked closely at the styles/ approaches of others, but have yet to put my learning into practice. | Not too sure.  I have not done any specific training but have done some reading around the area. | Not at all.  This is new to me. |

**For questions 4 – 7 use the table below to assess against.**

|  |  |  |  |
| --- | --- | --- | --- |
| Extremely good.  I have undertaken 360-degree feedback from those I communicate with mostly to confirm this judgement. | Good.  I have not sought any active feedback, but have received some positive comments. | Not too sure.  I have not sought feedback, but have never received adverse comments or complaints either. | Poor.  I have had some adverse comments or complaints. |

1. How good do you think your listening skills are?
2. How clear are you when you address others?
3. There are many aspects related to body language, such as, eye contact, stance, gesture, tone, pace. Overall, how good is your non-verbal communication?
4. How clear is your written communications?

**Overall then where do you think you are?**

Add any thoughts or considerations you might want to pick up on later: