

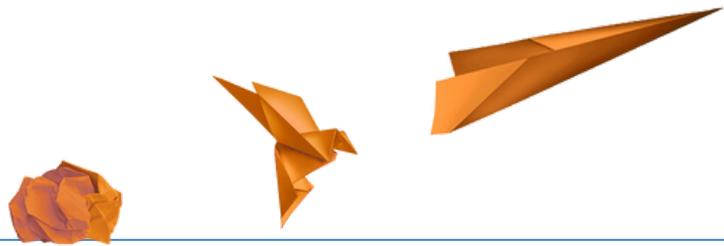
## Communication Self-Assessment

Download and complete this self-assessment to hone in on the specific areas to strengthen to increase your ability to communicate clearly and powerfully. Study our other resources and consider coaching to further your development.

IMPART YOUR VISION & INSPIRE	Excellent	Good	Could be Better	Needs Work
Do you have a clear vision for the direction of the company?				
Does everyone understand how they fit in to accomplish the vision?				
How effectively do you express your vision to your team?				
How well do you think team members are able to express your vision to others?				
Do you inspire your team through your words and actions to attain the vision?				
Do you speak with your team openly and transparently on a regular basis?				

BE THE MESSAGE & BE BRAVE	Excellent	Good	Could be Better	Needs Work
How well do you pay attention to all the messages you send, including non-verbal messaging?				
Is your message aligned with your words and actions?				
Would you consider yourself to be a “living embodiment” of your company’s culture?				

# BAY AREA EXECUTIVE COACH



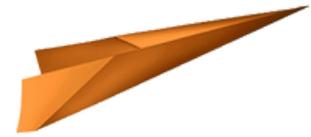
THINK MORE - LEAD BETTER

BE THE MESSAGE/BE BRAVE (cont'd)	Excellent	Good	Could be Better	Needs Work
Are you able to calmly and effectively communicate when having a difficult conversation?				
Are you effective at holding yourself and your staff accountable for their actions?				
Do you express vulnerability to your team in ways that are genuine, transparent, and uplifting?				

BE SUCCINCT	Excellent	Good	Could be Better	Needs Work
Is your verbal communication style focused and to the point?				
Do you present in a way that others would say is clear and succinct?				
How well do you make your written communication equally concise?				

READ THE ROOM	Excellent	Good	Could be Better	Needs Work
Are you good at sensing when your audience is either engaged or disengaged from your message?				
Are you skilled at improvising on the spot to better match your message to the audience's temperament?				
How well do you handle audience questions, especially challenging or difficult-to-answer questions?				

# BAY AREA EXECUTIVE COACH



THINK MORE - LEAD BETTER

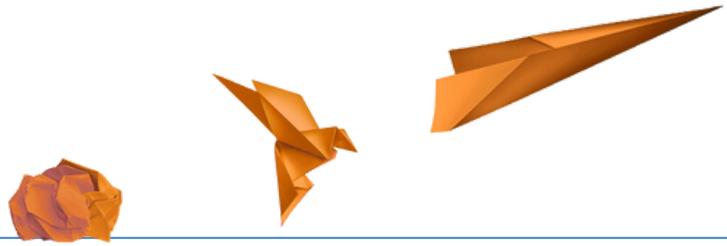
KEEP IT SIMPLE	Excellent	Good	Could be Better	Needs Work
Is your message simple enough so that anyone who hears it can readily understand and repeat it?				
Do you repeat your core message often in team meetings, written communications and 1on1 conversations?				

LISTEN GENUINELY	Excellent	Good	Could be Better	Needs Work
How well do you make an effort to listen, understand, and connect with the other person?				
Do you repeat back to the other person what you've heard to demonstrate clarity of their message?				
In a difficult conversation, do you refrain from reacting impulsively to what someone is telling you?				
In team meetings do you tend to listen first before contributing your thoughts?				

ADAPT YOUR COMMUNICATION STYLE	Excellent	Good	Could be Better	Needs Work
Do you have a flexible approach to communication to suit various situations?				
Are you able to sense when your go-to communication style won't be suitable?				
Can you put yourself in the other person's shoes to determine what approach may work best to influence them?				

# BAY AREA EXECUTIVE COACH

THINK MORE - LEAD BETTER



USE YOUR INFLUENCE	Excellent	Good	Could be Better	Needs Work
How good are you at influencing others?				
Do you feel you have a good understanding of how influence works?				

OVERALL MASTERY OF COMMUNICATION	Excellent	Good	Could be Better	Needs Work
How would you characterize your level of communication mastery?				

Now that you've completed your assessment, decide which 2 or 3 areas of communication you could improve upon to be a better communicator. Then, work concertedly on them to raise your score to good or excellent before moving to other areas.

Want to take it a step further and be vulnerable? Ask those who work closely with you to complete it according to their experience of you as a communicator. This exercise may reveal blind spots you weren't aware of.

Lastly, if you find that there are numerous areas that need improvement, consider working with an executive coach to create a plan for improvement and be accountable to progress. Connect with us as a first step via our website: <https://www.bayareaexecutivecoach.com>