**Checklist – Effectiveness of communication meeting**

You can review your communication skills by reflecting on how you performed in your meeting. Look at the Needs Improvement column – what do you need to do to get better?

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| --- | --- | --- | --- |
| **Communication Skills** | **Excellent** | **Good** | Needs Improvement |
| Active listening |  |  |  |
| Nonverbal communication |  |  |  |
| Friendliness |  |  |  |
| Giving and receiving feedback |  |  |  |
| Volume |  |  |  |
| Clarity |  |  |  |
| Empathy |  |  |  |
| Respect |  |  |  |
| Open-mindedness |  |  |  |
| Choosing the right medium |  |  |  |
| **Other factors** |  |  |  |
| How well did you stick to your communication plan? |  |  |  |
| How well did you manage the time? (i.e. start on time, finish on time…) |  |  |  |
| Did you get what you needed (not wanted) from themeeting to support your wellbeing? |  |  |  |
| Were you respectful and polite during the meeting? |  |  |  |
| Did you use activel istening and questioning to clarify points and issues? |  |  |  |