**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? | [ ]  | [ ]  | [ ]  |