

Name: _____

Date: _____

Rating: Self or Partner

Communication Checklist

Goal of Conversation: _____

Engagement:

- | | | |
|--|---|---|
| <input type="checkbox"/> Eye Contact | <input type="checkbox"/> Sitting in Close Proximity | <input type="checkbox"/> Touching |
| <input type="checkbox"/> Undivided Attention | <input type="checkbox"/> Facing Each Other | <input type="checkbox"/> Took Appropriate Break |
| <input type="checkbox"/> Summarized Issue | <input type="checkbox"/> + Nonverbal Communication | |
| <input type="checkbox"/> Initiated Discussion after Taking a Break | | |

Rate engagement using the criteria above from 1-10. _____

Presentation of Issue:

- | | | |
|--|---|---|
| <input type="checkbox"/> Message Clarity | <input type="checkbox"/> Behavioral Examples Provided | <input type="checkbox"/> Tone of Voice |
| <input type="checkbox"/> Message Brevity | <input type="checkbox"/> Identifying Importance | <input type="checkbox"/> Recommended Solution |

Rate presentation of issue using the criteria above from 1-10. _____

Listening Skills:

- | | | |
|--|---|--|
| <input type="checkbox"/> Uninterrupted Listening | <input type="checkbox"/> Summarized Issue | <input type="checkbox"/> Requested Clarification |
| <input type="checkbox"/> Correct Understanding | <input type="checkbox"/> Applied Listening Skills before Responding | |

Rate listening skills using the criteria above from 1-10. _____

Response Skills:

- | | | |
|--|---|--|
| <input type="checkbox"/> Tone of Voice | <input type="checkbox"/> Acknowledged Partner's POV | <input type="checkbox"/> Responded on Task |
| <input type="checkbox"/> Responded to Solution | <input type="checkbox"/> Recommend New Solution | <input type="checkbox"/> Response Brevity |

Rate response skills using the criteria above from 1-10. _____

Did you come to a resolution? ☐ Yes ☐ No. If you responded Yes, what is the agreed upon resolution? _____

If you responded No, when do you plan to discuss the matter again? _____

Rate overall communication skills for this discussion 1-10. _____