

COMMUNICATION – WHAT AND WHY

Activities for Practice

Activity 1 Courtesy Clarity Brevity

Look back at a conversation you have had with a colleague or peer in the past one week. Revisit where you compromised on one of the above 3 parameters so that you get across the 3rd parameter properly. Make a note of the compromised parameter and why.

Rewrite the conversation now to deliver on all 3 parameters so that you can use it the next time.

Activity 2 the Grapevine and Hierarchical patterns

Be aware and sensitive of the grapevine communication happening either in your company or in your college, etc. How are you responding to it? Is there a value in this pattern of communication?

What is one hierarchical communication that was told to you in the last week or two weeks? How was it communicated to you? What could have been better in that communication?

Activity 3 – Know your why

Think of an upcoming conversation you need to have with any colleague or a friend. Think of your “why” i.e., what is the outcome you wish to achieve from that conversation. Plan what to say and how to say so that your “why” gets met.

** Use the journal log worksheet to record the **Situation-Task-Actions-Result-Learning** for whenever you practice an activity*

** Request for coaching conversations with your mentors / managers (which they can record in the coaching conversation worksheet) to get the help and support you need for successfully practicing the activities*