

The Leadership Toolbox

How to improve your Communication Skills

What are the 3 Golden Rules of Communication?

1. _____

2. _____

3. _____

What do you think your 'tell' is when it comes to your body language?

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Get some feedback from other people – How can they tell when you're:

Frustrated	
Angry	
Thinking	
Tired	
Impatient	
Happy	

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Are you a detailed person? Or do you like bullet points and top line information?

Do you team know?

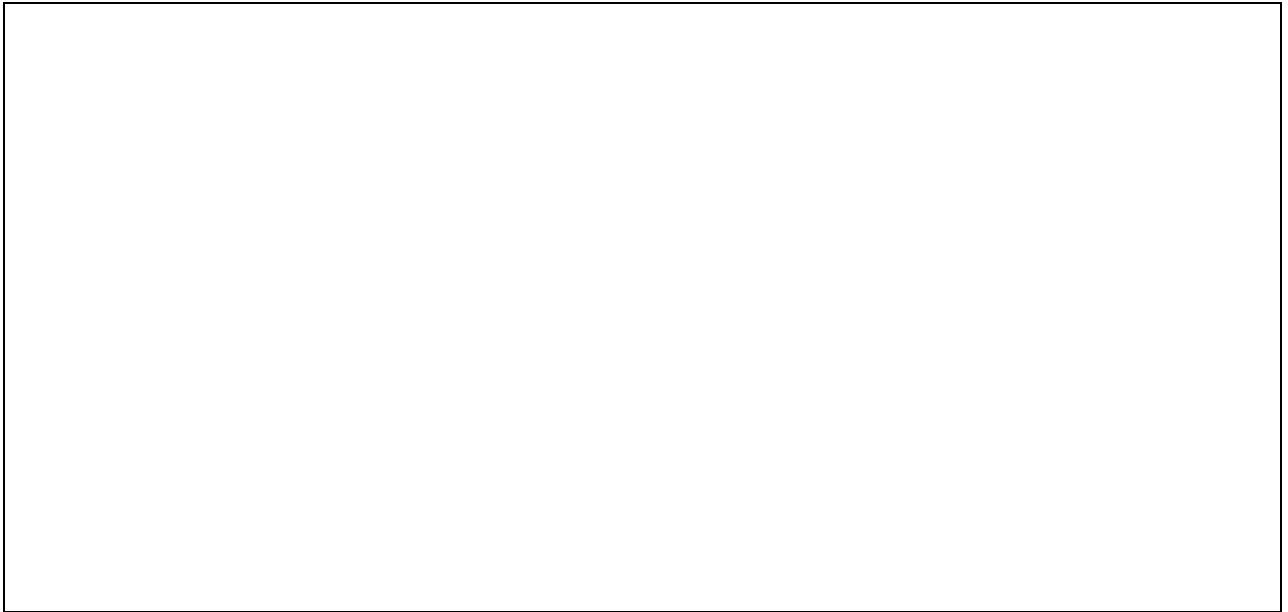
Make a note of what your team prefer when it comes to information

Person's initials	What do they prefer eg detail / bullet points?

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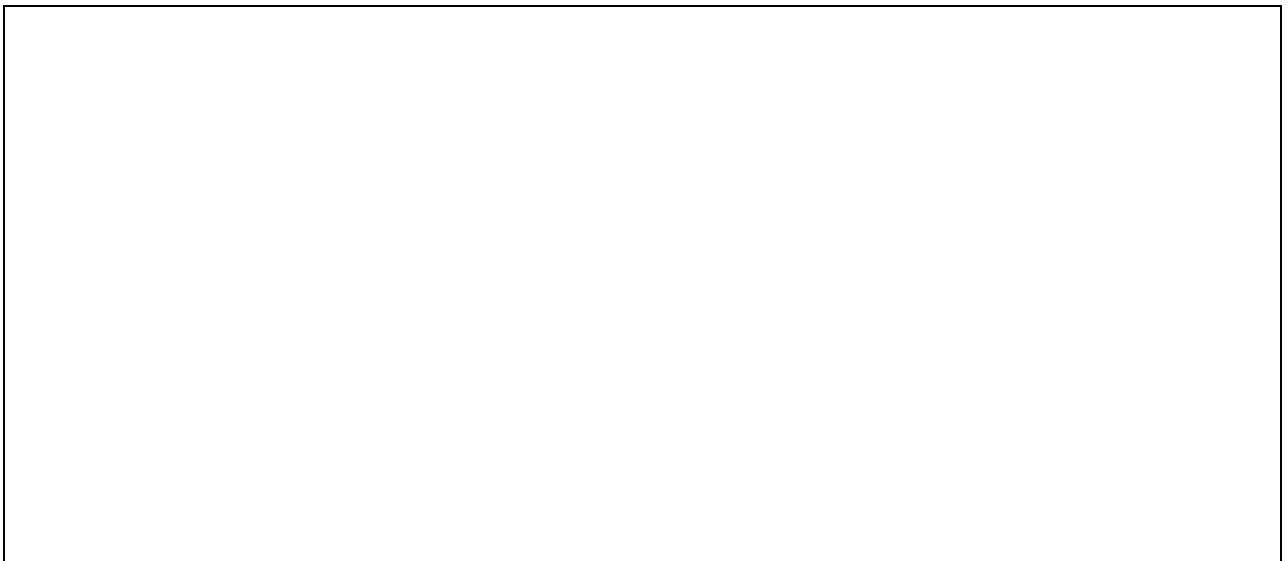
Skill #1 - Listening

Notes



Skill #2 – Be curious

Notes



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Skill #3 – Be consistent

Notes



Notes:

