

Checklist for Communicating

Most people are aware of and sensitive to the ways with which they prefer to be communicated. Many people find this section to be extremely accurate and important for enhanced interpersonal communication. This page provides other people with a list of things to DO when communicating with John. Read each statement and identify the 3 or 4 statements which are most important to him. We recommend highlighting the most important "DO's" and provide a listing to those who communicate with John most frequently.

Ways to Communicate

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- Read the body language for approval or disapproval.
- □ Leave time for relating, socializing.
- Define the problem in writing.
- ☐ Offer special, immediate and continuing incentives for his willingness to take risks.
- Look for his oversights.
- Appeal to the benefits he will receive.
- Use a motivating approach, when appropriate.
- Clarify any parameters in writing.
- Provide solutions--not opinions.
- Provide testimonials from people he sees as important.
- Provide ideas for implementing action.
- ☐ Use enough time to be stimulating, fun-loving, fast-moving.





Checklist for Communicating Continued

This section of the report is a list of things NOT to do while communicating with John. Review each statement with John and identify those methods of communication that result in frustration or reduced performance. By sharing this information, both parties can negotiate a communication system that is mutually agreeable.

Ways **NOT** to Communicate

- Legislate or muffle--don't overcontrol the conversation.
- ☐ Drive on to facts, figures, alternatives or abstractions.
- Leave decisions hanging in the air.
- "Dream" with him or you'll lose time.
- Ramble.
- Talk down to him.
- Let him overpower you with verbiage.
- Be dictatorial.
- □ Be curt, cold or tight-lipped.



