

The Power of Effective Communication

Did you know that team members who feel more informed are 77% more productive than those who feel out of the loop? Plus, you're 4-5x more likely to stay working in your current role when you feel the team you're working with is great at communicating and collaborating.

People aren't mind readers. Even if you've worked with someone for a long time, they still may not understand what you need and how you feel. Teams need to communicate more often than you think to fully understand goals and priorities and to overcome challenges at work. To collaborate more effectively, everyone needs to feel heard, valued and appreciated.

For this exercise, Person A will interview Person B. Interviewer, you are seeking to listen and understand without judgment. Refrain from giving advice or feedback unless it's asked for. Choose any question you like. There's no need to get through them all. Then switch when the time's up.

One thing that holds me back from having uncomfortable conversations is...

If I was to speak up more, I'd need to believe _____ about myself or the outcome.

Where I feel better communication would help us collaborate more effectively in our office.....

If I spoke my truth without fear, I'd say....

What's an issue I feel could be solved quite easily with more open communication?

What's the small (but still uncomfortable) conversation I could have to practice my communication skills?

What would I like to get help with instead of trying to handle it or figure it all out by myself? Who will you talk to about that?