



## Manual for New Managers Worksheet Communication



### Communication

Identify common communication problems that may be holding you back?


What types of questions can you ask others that will give you better information you need?


Film yourself talking. Notice what non-verbal messages you are telling others?


List 3 techniques mentioned for improving Listening


What communication styles do you find difficult to deal with?


What methods could you use to be more assertive?




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How would you rate yourself on the following:

	Poor	Average	Good
<b>Creating Positive Relationships</b>			
<b>Self-Awareness</b>			
<b>Communication Basics</b>			
<b>Communication Barriers</b>			
<b>Asking Questions</b>			
<b>Listening Skills</b>			
<b>Body Language</b>			
<b>Communication Styles</b>			
<b>Creating a Positive Self-Image</b>			
<b>Frame of Reference</b>			
<b>Techniques for the Workplace</b>			
<b>Assertiveness</b>			

What does this tell you about your communication skills?
