**TO:** Professor Colman

**FROM:** Chengjun Liu

**DATE:** September 11, 2019

**SUBJECT:** Interpreting the Results of the Self-Assessment (CDP)

**INTRODUCTION**

This memo builds up the Communication Development Plan of Chengjun Liu, Candidate of MSBA, USC. Based on the quantitative measurements of Leadership Communication Assessment, the memo will analyze the candidate’s competence of leadership communication by categorizing and visualizing strengths and weaknesses with quantitative measurements and solid proofs. After the analysis, the memo will describe the candidate’s current situation of leadership roles, guide the candidate to specific goals by identifying and instructing on issues and suggest propriate working schedules.

**COMPETENCE ANALYSIS**

We categorize numerous measurements into five indexes:

* Oral Communication & Strategy: Oral Communication and Communication Strategies
* Written & Visual Communication: Written Communication and Visual Communication
* Emotional Intelligence: Emotional Intelligence and Ethos/Image
* Organizational Communication: