



Communication Profile for

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Prepared by our communication skills assessment tool
based on your responses on 17 October 2022.

Snapshot

Here are your scores for the 6 communication skills that we assessed. Tap the section number to jump to the relevant page:

\$	Skill	Your score
1	Listening	improvement possible
2	Physicality	improvement possible
3	Storytelling	improvement possible
4	Feedback	improvement possible
5	Collaboration	proficient
6	Leadership	proficient

What is a communication profile?

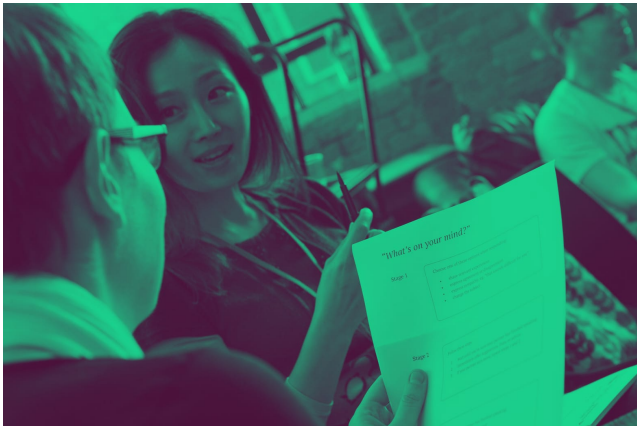
This communication profile is the output of the assessment you completed on our website. You answered questions about how you communicate in the workplace. Based on your responses we've assessed your skill level in 6 areas.

You'll find a section below for each area, starting with those with the most growth potential. Each section lists the benefits of developing the skill and explains why we think it matters to you.

What is Together London?

[Together London](#) is a communication skills training company based in the UK. We run training both in London and around the world online. We also train teams. Since 2018 we've helped hundreds of people to be more effective at work.

SECTION 1: Listening



About listening skills

Effective communication isn't just getting your message across. It needs to be *two-way*. That's why listening is the most important skill that we teach. The **active listening** technique lets you focus on someone else's point of view. It helps you check your understanding and build trust.

Why listening matters to you

We think listening is important to you because you told us that you often need to:

- explain my decisions or methods to people who don't share my expertise
- give constructive feedback
- listen to feedback and incorporate it into my work
- handle difficult conversations confidently
- understand what motivates my colleagues or leaders
- respond on the spot to questions about my work
- handle push-back or objections
- manage or resolve conflict
- understand my team members' concerns or problems

Your score:

IMPROVEMENT POSSIBLE

Based on the your responses we've assessed your skill level for listening as "improvement possible".

Curious about how we made this assessment? See "how we assessed your score" below.

Benefits of this communication skill

Developing your listening skills could help you to:

- build trust with co-workers or stakeholders
- understand what motivates people and how they see the world
- support colleagues in difficulty *without* trying to fix their problems
- resolve misunderstandings and find common ground

How we assessed your score

Here are some of your responses which suggest that listening might be a growth area for you:

Statement	Response
When people tell me about their problems I often offer advice or solutions	strongly agree
When someone's experiencing a difficult situation I share similar experiences from my own life	strongly agree
Listening skills sound great but they're not something I need to use everyday	agree
When there's disagreement I prefer to state my position in writing (email or text chat) instead of arranging a call or meeting	agree

SECTION 2: Physicality



Physicality & non-verbal communication

Studies show that most of what people understand from us *doesn't* come from words alone. Our message also includes the way we use our body, voice and the space around us. You might know this as body language or non-verbal communication. We call it physicality. Sometimes you want to assert authority. Or you may need to listen and work with your team. Other times you might need to raise another person's status. Understanding physicality helps you adapt to all of these scenarios.

Why physicality matters to you

We think physicality is important to you because you told us that you often need to:

- collaborate with colleagues
- support my team to work together effectively
- quickly build rapport with new colleagues or clients
- handle difficult conversations confidently
- respond on the spot to questions about my work
- handle push-back or objections
- manage or resolve conflict
- understand my team members' concerns or problems

Your score:

IMPROVEMENT POSSIBLE

Based on the your responses we've assessed your skill level for physicality as "improvement possible".

Curious about how we made this assessment? See "how we assessed your score" below.

Benefits of this communication skill

Working on physicality could help you to:

- make audiences feel comfortable (even when you feel nervous)
- easily switch communication styles for different contexts
- project confidence in high stakes scenarios, like with senior leaders
- respond appropriately to emotionally charged situations

How we assessed your score

Here are some of your responses which suggest that physicality might be a growth area for you:

Statement	Response
When addressing an audience (eg at a large meeting) I sometimes start by making a joke at my own expense	strongly agree
I get sweaty palms before I give a presentation or share my work	strongly agree
I prefer to resolve issues face-to-face instead of by video call (when practical)	disagree

SECTION 3: Storytelling



About storytelling skills

Professionals need to present as part of their jobs. It might be a conference talk or an update at a team meeting. How can you structure your message so it's relevant to your audience and maintains their attention? Enter the skills and techniques of storytelling. Use them to craft narratives that capture your audience's attention. These skills help you speak directly to their concerns and convey your message at the same time.

Why storytelling matters to you

We think storytelling is important to you because you told us that you often need to:

- inspire people to support my ideas
- advocate for organisational changes (eg to processes, policies or team structure)

Your score:

IMPROVEMENT POSSIBLE

Based on the your responses we've assessed your skill level for storytelling as "improvement possible".

Curious about how we made this assessment? See "how we assessed your score" below.

Benefits of this communication skill

Developing your storytelling skills could help you to:

- understand how your audience sees your topic and what they want to learn from you
- craft narratives that keep people engaged and eager to listen
- structure presentations that are enjoyable and informative to watch
- make your audience feel like they're having a conversation with you

How we assessed your score

Here are some of your responses which suggest that storytelling might be a growth area for you:

Statement	Response
When I need to prepare for a presentation, I start by opening PowerPoint (or equivalent) and outlining the points I need to make	agree
Generally I'm confident that I could give my presentation without slides if necessary	disagree

SECTION 4: Feedback



About giving effective feedback

Studies show that getting clear feedback is essential for improving your work. Everyone needs it to learn what's working and decide where to focus. But for many people, giving feedback is an uncomfortable process. That's because they don't separate their *opinions* and their *observations*. (People don't need to know whether you like it. They need to know whether it works, and why.) Learning to tell these two apart can transform the way you give feedback. Which makes you more efficient and easier to work with.

Why feedback matters to you

We think feedback is important to you because you told us that you often need to:

- collaborate with colleagues
- give constructive feedback
- listen to feedback and incorporate it into my work
- handle difficult conversations confidently

Your score:

IMPROVEMENT POSSIBLE

Based on the your responses we've assessed your skill level for feedback as "improvement possible".

Curious about how we made this assessment? See "how we assessed your score" below.

Benefits of this communication skill

Developing your feedback skills could help you to:

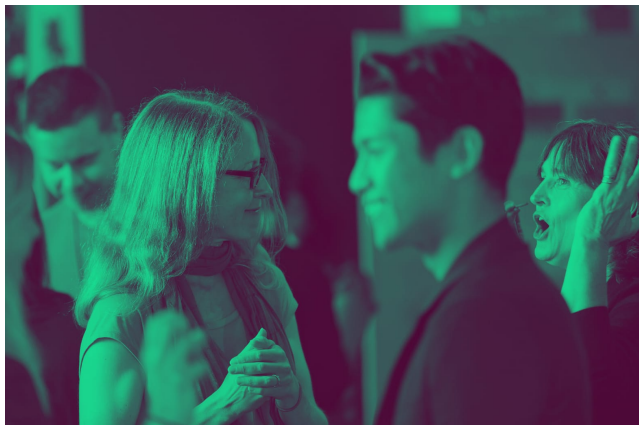
- improve team productivity by offering actionable feedback when it's needed
- transform awkward conversations into enjoyable learning experiences
- improve your work faster by asking co-workers for the exact feedback that you need
- coach or mentor junior colleagues

How we assessed your score

Here are some of your responses which suggest that feedback might be a growth area for you:

Statement	Response
When I have negative feedback to share, I make sure to surround it with two pieces of positive feedback to make it easier for the person to hear	strongly agree

SECTION 5: Collaboration



Your score:

PROFICIENT

Based on the your responses we've assessed your skill level for collaboration as "proficient".

Congratulations!

About collaboration skills

Collaboration is about working with others towards a common goal. It's essential for success in today's workplace. But for most people it doesn't come naturally. To master it you need to learn specific skills and techniques. For example, the "yes, and..." approach lets you accept other people's ideas and build on them.

Benefits of this communication skill

Building your collaboration skills could help you to:

- support your team to come up with creative solutions to problems
- respond to unplanned scenarios more effectively
- get buy in for your ideas
- use critical feedback to improve your work

Why collaboration matters to you

We think collaboration is important to you because you told us that you often need to:

- explain my decisions or methods to people who don't share my expertise
- collaborate with colleagues
- support my team to work together effectively
- quickly build rapport with new colleagues or clients
- listen to feedback and incorporate it into my work
- respond on the spot to questions about my work
- handle push-back or objections
- manage or resolve conflict
- understand my team members' concerns or problems

SECTION 6: Leadership



Your score:

PROFICIENT

Based on the your responses we've assessed your skill level for leadership as "proficient".

Congratulations!

Finding a leadership style

Leadership isn't all senior job titles and big decisions. It's also about convincing people that you know what you're talking about. And that you understand their needs. That's why leadership skills matter for everyone. From people just starting out to experienced managers. Finding a leadership style gives you the skills to bring people with you. You'll use these skills whenever you need to present, influence or inspire.

Why leadership matters to you

We think leadership is important to you because you told us that you often need to:

- support my team to work together effectively
- inspire people to support my ideas
- advocate for organisational changes (eg to processes, policies or team structure)

Benefits of this communication skill

Building your leadership skills could help you to:

- present to any audience, from a team meeting to a conference hall
- inspire people to support your ideas and follow your advice
- project confidence in your ability to lead others while listening to their views

Your Next Steps



We hope you've enjoyed reading through this profile and have found some insights and ideas to work on. Here are some suggestions of what to do next.

Book a free 15-minute consultation

We generated the assessments in this profile automatically based on your responses. While this is an effective way to highlight strengths and areas for improvement, it isn't the same as speaking to a real-life human being. Which is where our free 15-minute consultation comes in.

If you'd like to discuss this document with an expert and get a more nuanced take on your soft skills, you can [book a consultation](#) online at a time that suits you. You'll choose how to spend the 15 minutes. We can discuss this assessment, clarify your goals or talk through a pressing challenge.

Discuss your scores with a trusted colleague

It's difficult to work on communication skills by yourself. You need other people to learn with and get feedback from. If you're not sure what to do with the findings in this profile, consider discussing it with a trusted friend or colleague. (You could even ask them to complete the assessment themselves and compare notes.) This document will make a great conversation starter. You could end up with fresh insights from your discussion and an action plan to put it into practice.

About Together London

Do you want to build your people skills, improve your presentations or grow as a leader? We can help. We specialise in [communication skills training](#) and [communication coaching](#). You can contact us [on our website](#), by phone on +44 20 3627 3820 or by email at hello@togetherlondon.com.

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