

## Nonverbal Communication Skills Worksheet

The following is a list of nonverbal communication skills that are important to ensure effective communication between individuals. Review each skill and rate yourself on your current use of (or ability to use) the skill in conversations with others.

	NEEDS WORK			GOOD USE	
<b>1.</b> The ability to maintain an attentive and open body and posture when communicating with others.	1	2	3	4	5
<b>2.</b> The ability to maintain attentive eye contact when communicating with others.	1	2	3	4	5
<b>3.</b> The ability to listen for and understand the content of what is being said when communicating with others.	1	2	3	4	5
<b>4.</b> The ability to avoid nervous gestures or distracting behaviors, such as playing with your hair or tapping your knee.	1	2	3	4	5
<b>5.</b> The ability to use hand gestures in an appropriate manner.	1	2	3	4	5
<b>6.</b> The ability to make sure that facial expressions match what is being said (i.e. no “mixed messages”).	1	2	3	4	5

Are there any additional skills not listed above which you would like to learn to improve your ability to communicate with others?

☐ **YES**      ☐ **NO**

If yes, please describe:

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From the skills listed above, please choose the 3 skills that you would like to focus on:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

For each skill listed, describe the situations in which you experience the greatest difficulty. What are you current communication blocks with regard to the specific skill?

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For each skill listed, describe what you intend to do differently next time in order to communicate more effectively. Be specific regarding when you plan to practice the skill.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_