**The purpose of this tool is to assess the High potentials, who have been nominated to attend a workshop on effective communication skills.**

This tool will help us in understanding the key areas of focus to be covered in the workshop.

Kindly follow the guidelines, to fill this tool, listed below:

* Please mark you’re the team member as honestly as possible to get an accurate picture of the current state.
* Remember, there is no Right or Wrong answer
* It is important to choose options, which describes your team member, the way **he/she is today** rather than the way **he/she** was, or you would like to **him/her** to be

**On the next page, you will find 15 pairs of communication behaviors. On the left you will find the behaviors that work and the corresponding areas of adjustment will be listed to the right.**

On the next page you will find a grading scale:

If you feel that your team member:

**Always** reflects the positive behavior – then click on the box that is **1st from the left and mark the box**

**Mostly** reflects the positive behavior – then click on the box that is **2nd from the left and mark the box**

**Sometimes** reflects the positive behavior – then click on the box that is **3rd from the left and mark the box**

**Rarely** reflects the positive behavior – then click on the box that is **4th from the left and mark the box**

**Never** reflects the positive behavior – then click on the box that is **5h from the left and mark the box**

**If you have marked NEVER for one or more of the communication behaviors, then please use the space provided on page 3 to give us an example of how you would like your team member to behave?**

**For example:**

**He/ she NEVER prepares for meetings.**

**Desired state:**

**He/she should have notes and an agenda prepared before the meeting.**

**Time Study – This will take approx. 10 minutes**

**Participant’s Name:**

**Pre Training Assessment Sheet**

**Communication Skills**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| What works | 5 4 3 2 1 | | | | | What needs to be adjusted |
| 1. Presents information with confidence |  |  |  |  |  |  |
| 2. Expresses ideas concisely and clearly |  |  |  |  |  |  |
| 3. Confident in arguing a point rationally; even with seniors |  |  |  |  |  |  |
| 4. Listens well |  |  |  |  |  |  |
| 5. Paraphrases and checks understanding |  |  |  |  |  |  |
| 6. Comfortable and effective in talking to groups of people |  |  |  |  |  |  |
| 7. Transparent and open communicator |  |  |  |  |  |  |
| 8. Persuasive and convincing in putting across ideas while communicating in person |  |  |  |  |  |  |
| 9. Persuasive and convincing in putting across ideas while communicating through emails |  |  |  |  |  |  |
| 10. Articulates the key points in summary form |  |  |  |  |  |  |
| 11. Builds good relationships with others |  |  |  |  |  |  |
| 12. Communicates information to the team. Holds both formal and informal meetings with team. |  |  |  |  |  |  |
| 13. While presenting, targets information to the specific audience and context |  |  |  |  |  |  |
| 14. Demonstrates interpersonal sensitivity |  |  |  |  |  |  |
| 15. Organizes written work in a way that is crisp, clear & achieves desired results |  |  |  |  |  |  |

**Current State:**

**He/ she NEVER -**

**Desired State:**

**He/she SHOULD -**

**Key Gaps:**