**Application 1.1 Assessing Leadership Communication Abilities and Establishing an Improvement Plan**

**Part 1: Assessing your Leadership Communication Capabilities (you can use your responses from Appendix A assessment that we completed in Module 2)**

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| **Capability Area** | **Score** |
| Ethos/image | 3.22 |
| Audience analysis and strategy | 3.5 |
| Social media and other Written communication | 2.67 |
| Oral communication | 2.625 |
| Visual communication | 2.6 |
| EI: Dealing with own feelings | 1.67 |
| EI: Dealing with others | 2.625 |
| Cultural Communication Competence | 2.67 |
| Group and Team communication and dynamics | 2.909 |
| Organizational communication | 3.33 |
| Internal communication | 3 |
| External communication | 3 |

* 1= Needs lots of work in this area
* 2= need some work in this area
* 3= acceptable, but could be stronger
* 4= very good abilities, close to leadership communication level
* 5= excellent abilities, leadership communication level achieved

**Part 2: Answer the following questions thoughtfully to build your Communication Development Plan. We will use your responses here at the end of the semester.**

1. **What communication leadership roles would you like to play in the future (at your organization or in your career overall)?**

* Communication goals are set of targets for communicating information, knowledge transfer and controlling emotions. I would like to play a team lead role in which the team lead can make sure that everyone is engaging with each other, controlling emotions of the people in the team. With these goals everyone can be effective in communication, telling stories related to work and can create a positive environment in the team.

1. **What are your short-term and long-term leadership communication improvement goals (e.g. what do you need/want to work on improving)?**

* I want to improve my presentation skills like formal in long-term. I want to be more precise while delivering my thoughts and ideas in presentation. I also need to improve my body language like eye contact and hand gestures. My short-term goal is to be active in listening and concise in writing. I think that I can achieve these in a short period of time.

1. **How will you know you are succeeding?**

* I know whether I am succeeding when I hear positive feedback from my peers and faculty while delivering presentations. I can assess myself whether I gave the presentation in a good and engaging audience way or not. Achieving success in enhancing my presentation skills means having confidence, keeping the audience engaged, and making each presentation feel like a seamless, impactful conversation.

**Part 3: Set at least 2 specific goals, actions, deadlines and measurements for each. Note that at least one should be achievable by the end of the semester.**

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| **Improvement Goal** | **Action Steps to Achieve Goal** | **Deadline** | **Method to Measure Success** |
|  | **Create a structured template for presentations and rehearse presentations** | **End of semester** | **Collect Feedback from peers & Raise Questions and clarify as many as I can.** |
|  | **Prepare for common questions and deliver on time response in Q&A sessions** | **6-7 months** | **How effective while**  **I am answering the questions and feedback from the listeners.** |
|  | **Summarizing the whole context what the speaker said for being a active listener.** | **End of semester** | **After conversations, thinking about how well I understand and react to other people's ideas.** |