

## Communication Style Worksheet

(Section 3, Lectures 9-11)

### When do I speak up?

The time to speak up is now! Yes, it is challenging but the more you speak up the easier it is to speak up. Many of us have so many excuses keeping us from speaking up now.

Do you say any of the following to yourself when deciding whether or not to speak up?:

*"I'm not going to speak up unless I'm 100% sure about what I'm going to say."*

*"I'm going to wait to make sure I've thought through any holes in my argument before I speak up."*

*"I'm not sure that I'm right about a couple things so I'm not going to speak up at all."*

These messages are no longer serving you. In order to be seen and heard for who you are, in order to receive the promotion or get credit for your ideas, you have to begin to speak up now.

### Instructions

Here are three ways that you can begin to speak up now:

1. Raise your hand when you have the instinct to speak, not when you have thought through everything you are going to say.
2. Commit to speaking at least once at every meeting and at least once per day.
3. Let yourself do it badly.

Which of the above will you commit to practicing this week?

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### Homework

Commit to practicing the technique that you have chosen above at least once per day. Next week, choose a new technique to practice. By speaking up on a regular basis you are making it easier to speak up all the time.

## What Do I Say?

In order to understand what you should say when you speak up, you have to understand your communication style. Understanding your communication style helps you to know and embrace your expertise and value in group settings.

Your communication style consists of the values that you bring to a room, a team, or a conversation. These values are going to be different than the values of your colleagues. For example “Jack” might typically bring a breath of fresh air, he’s the ideas guy, and he specializes in finding consensus. “Jill” might bring substance to her conversations via her expertise in research, she’s no-nonsense and she has an exceptional ability to bring others into the conversation. These two might also have overlapping values but these are the values that are unique to them.

## Common Values

Here is a list of common values that I have found by working with hundreds of clients. Let this list be an inspiration to you as you create your own list in the section below.

Thoughtful	Purposeful	Keeps everyone on track
Generous	Thoughtful	Adult in the room
Inclusive	Brings value	Grounded
Curious	Eye for details	Logistical
Good question asker	Can identify challenges	Action oriented
Able to see the big picture	Numbers/Data minded	Bring levity
Patient	Visionary	Conscious
Empathetic	Energetic	Able to reflect back
Connector	Bubbly	Others are able to listen to
Bridge	Positive	Ok with conflict
Authentic	Supportive of others	Peacemaker
Finds consensus	Accessible	Initiator
Direct	Open	Driver
No-nonsense	People feel able to open	Flexible
Ok with not being liked	up to	Able to take the spotlight
Identifies the elephant in the room	Objective	Able to give the spotlight
Has a clear point of view	Brings clarity	
	Brings a sense of humor	

## Your Values

What values do others perceive that you bring? What feedback have others given you?

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What values come naturally to you? What values are easy for you to demonstrate?

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List 5-8 values that you believe comprise your unique communication style:

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Look at this list. What values are missing?

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## Homework

With this clear list defining your communication style I'd like you to do three things:

1. Write this list out and post it somewhere where you can see it everyday. Look at it before you walk into an important meeting where you might feel intimidated or valueless.
2. Embrace this list. Exhibit these qualities even more than normal in your everyday interactions.
3. When you see an opportunity to exhibit one of your strengths in the conversation, take it. This is when you know that it's your turn to speak up and not let anyone interrupt you. You are an expert in anything that falls within the arena of your values.

## Communication Style Goals:

Think of someone you know that has an inspiring communication style. Maybe it's someone you respect from afar. For example I respect the style of former first lady Michelle Obama and motivational speaker Tony Robbins. Maybe it's someone closer to home like your manager or a coworker that you feel exudes the values of a leader that you respond to and admire. If you're having a hard time coming up with somebody, browse the videos in your resource folder and see if there's someone's style you resonate with.

## Exercise

Pick up to three people to analyze their communication style.

**Person 1:** What 3-5 values does this person exude?

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What do they do (with their voice and body) that communicates this value to you?

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**Person 2:** What 3-5 values does this person exude?

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What do they do (with their voice and body) that communicates this value to you?

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**Person 3:** What 3-5 values does this person exude?

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What do they do (with their voice and body) that communicates this value to you?

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## Exercise

Write three to five values in the first column taken from your analysis above that you would like to include in your communication style. These are your style goals. In the second column, write what body language and vocal choices you could make in order to communicate that value.

Communication style goals:

Body language and vocal choices:

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## Homework

Take one quality from your communication style goals every week and focus on it. Practice communicating this quality in low stakes situations. For example, if you would like to develop the quality of thoughtfulness, practice pausing before answering questions during your next coffee date with a friend. Then practice your quality in higher stakes situations. For example, allow for pauses while interviewing a new hire and include a pause during your next team meeting.

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