

Communication Skills – Self reflection

Effective communication self-reflection involves analyzing your listening habits, clarity, non-verbal cues, and emotional intelligence.

Introspection involves the examination of our thoughts, feelings, and behavior and helps develop the self-awareness required to support personal growth and wellbeing.

Active Listening & Understanding

1. Did I truly listen to understand, or was I merely preparing my response?
2. Did I interrupt others while they were speaking?
3. Did I validate the other person's perspective, even if I disagreed?
4. What distracted me from listening effectively during recent conversations?

Clarity & Delivery

1. Did I express my thoughts and feelings clearly and concisely?
2. Did I use jargon or slang that might have confused the listener?
3. Was the chosen medium (e.g., email vs. face-to-face) appropriate for the message?
4. Did I check for understanding by asking for feedback?

Non-Verbal & Emotional Intelligence

1. Was my body language (eye contact, posture) open and inviting?
2. Did my tone match the situation – or do I un-necessarily escalate and shout ?
3. How did my emotions influence my communication in difficult conversations?
4. Do I notice signs of disengagement (or discomfort, sadness) from the other person?

Growth & Improvement

1. What is one specific communication skill I want to improve next week?
2. How do I react to feedback? Do I get defensive or do I listen actively?
3. Do I focus on understanding personal concerns and hurdles of colleagues?
4. Did my actions in a recent conversation align with my core values?

Workplace/Team Specific

1. Do I ensure I schedule one-to-one conversations for my team development?
2. Did I set clear expectations using my communications?
3. Did I initiate and lead a respectful and inclusive dialogue?
4. Do I practice transparency & open communication everyday?
5. Did I express my opinion and ideas openly?

Communication Skills Questions

- Do you know the concept of 'empathetic communication' ? How will you learn & adopt it?
- Think – When does your communication skills spoil relationships/tasks and create hurdles?
- Think of 2030 - On a scale from 1 to 10 (1 being low and 10 being high), how do you rate the importance of communication in 2030?
- What bugs you when it comes to communication? Do you have a communication pet peeve?
- What have been the biggest lessons you have learned about communication?
- On a scale from 1 to 10, (1 being poor and 10 being excellent) how would you rate yourself as a 'listener'?
- What do you think you do well when you communicate?
- The digital age has brought many new ways to communicate such as Chat-GPT, AI, Slack or Linked etc. How has communication changed? What mechanism have you adopted?
- What are the problems that you see when it comes to adopting digital communication?
- Based on what you have learned about communication, what advice do you offer to yourself?

Your task

As emerging leaders, as responsible people managers,

Can you answer some of these questions for yourself?

Can you get some of your managers, cross functional colleagues to rate you?

Give these self-reflection a sincere thought.

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