

Communicating as a Leader

Introductory Worksheet

In this digital age with seemingly less and less direct interaction between people, and the compounding factor that we live a part of our lives online, interpersonal communication is a skill that needs to be continuously developed. Effective communication involves not only how one speaks and transfers information to another, but the meaning and intention behind what we say and what we do. This program focuses on building mindful and calculated means to portray purposeful information with those you work with. We aim for you to be deliberate in how others receive your messages and for you to gain the influence you intend.

Use this worksheet as an introduction to improve your communication skills and how to ensure you are sending your intended message to those you work with. Being deliberate and purposeful in how you communicate with others can enable you to better reach your goals and the goals of your organization!

[Ascend Professional Pathways](#) specializes in Customized Professional Development, Leadership Training, and Executive Coaching. My goal is to support high-caliber professionals to better accomplish their goals, maximize their capacity for success and perform at their very best.

My mission is to enable leaders to fulfill their potential to achieve the greatest results possible. This is one of many programs that are offered, please visit ascendpropathways.com to learn more!

Thomas Passalacqua

Certified executive coach specializing in sales training & facilitated learning.

516-946-2965 | thomas@ascendpropathways.com



If this introductory worksheet was helpful, consider the full [Communicating as a Leader](#) program which is a robust comprehensive framework designed to improve your intentional and effective communication skills and style!

Click [here](#) and see below to learn more!

Reflect on your current communication skills that you portray within your workplace.

How would you rate yourself as an effective communicator?

(On a scale of 1-10: **Weak-Moderate-Strong**)

1 2 3 4 5 6 7 8 9 10

How would you rate yourself as an active listener?

(On a scale of 1-10: **Weak-Moderate-Strong**)

1 2 3 4 5 6 7 8 9 10

How well is your behavior reflecting your core values within your workplace?

(On a scale of 1-10: **Weak-Moderate-Strong**)

1 2 3 4 5 6 7 8 9 10

What would you list as your strengths as an effective communicator?

What would you list as the strengths of your colleagues?

Where and how can you get better aligned in your communication styles?

Think of an upcoming interaction you are anticipating having with a particular colleague in your workplace where communication is a key aspect.

Consider this mindset shift where you replace "what do I need to say?" with "what do they need to hear?"

How will that shift in perspective help you to achieve your intended outcome for that interaction?

Communicating as a Leader

Full Program Scope & Outline

Learning objectives:

- Individuals will work to improve effective and intentional communication between their colleagues
- Increase mindfulness on how one communicates with others to achieve a common objective
- Improve the positive impact of the team's overall performance and support the success of the organization
- Build trust and transparency between staff and to efficiently work together towards common goals
- Aligning one's strengths and natural tendencies to their objectives and promoting engagement in their roles

Format: This program consists of the following framework and 3 live solo 1-hour web sessions. The live sessions are scheduled at your convenience throughout and following your completion of this program. We will focus on your responses to further explore and discuss how to best communicate with others.

Price: \$349.00

[Click here to learn more and to register.](#)

Session Outline:

- 1. Intentional Messaging:** Analyze how you are being perceived by others and ensure your behavior matches how you want to be portrayed.
- 2. Listening with purpose:** Considering the other person's perspective to better align your common objectives.
- 3. Adapting your style:** Adjusting how you interact with various colleagues can better align your intentions and ensure progress.
- 4. Strengths & Reflection:** Focus on your natural skills and develop areas of improvement.
- 5. Optional: Team Alignment:** Pairing one's strengths with their performance objectives will naturally improve communication and keep the team running efficiently.

If you are ready to take the next step and learn more about the full program, visit:

[Programs & Tools | Ascend Professional Pathways](#)

Ascend Professional Pathways
Executive Coaching and Leadership Development



ascendpropathways.com