

## INFORMATION SHARING & STRATEGIC COMMUNICATION WORKSHEET

### *Strategies*

1. Speaking openly builds trust with your team.
  2. Do not assume your team already knows; it is your role to communicate it clearly and effectively.
  3. Be specific and clear about objectives to ensure the desired outcome is achieved.
  4. Use open ended questions to understand your team motives.
  5. Body language conveys your message without your words; be sure to convey the right message.
  6. Be sure to listen and understand what your team is sharing with you.
1. Have you shared your team's quarterly goals and objectives with them? If not, come up a plan on how to share this effectively and how often to share updates. If you have, when was the last time you did this and do you need to update it?
  2. How often do you hold team meetings to share information? Create a schedule of meetings/time frames with a clear agenda that can be duplicated, so that everyone knows the expectations. Be sure to leave time for questions so that your team can get clear on the objectives and continue to build trust.
  3. Think back to your last meeting with the team. Do you think it was effective? Did everyone walk out with clear goals and objectives? Did they ask questions? Did it feel like a safe place to share challenges and get help when needed? If not, how could you create a safe place for everyone on your team to share and obtain knowledge? How can you be more effective and clearer to build trust?

*"The single biggest problem in communication is the illusion that it has taken place."*

*- George Bernard Shaw*