

**Leader Communication Assessment Quiz**

For each question, rate how true the statement is for you. Is it 'Always', 'Often', 'Sometimes', 'Rarely' or 'Never' true? It only takes a few minutes to complete.

	Always	Often	Sometimes	Rarely	Never
1 Do you find others misinterpret what you say?					
2 Do you find yourself finishing other peoples' sentences when you think you know what they are going to say?					
3 When having a conversation with a colleague do you frequently check back and assess that they have understood?					
4 Do you respect the viewpoint and feelings of others even when you disagree with them?					
5 Do you adapt your tone of speech when you're talking to different audiences?					
6 Do you get defensive when you have negative feedback?					
7 Do you find interest in whatever your listener is saying?					
8 Do you listen more than you talk?					
9 Before you communicate do you think through what you want your audience to think or do as a consequence?					
10 When having a conversation are you aware of your colleague's body language?					
11 Do you actively seek confirmation that your communication is working?					
12 Do you struggle to express your views when others don't share it?					
13 Do you ask your audience how they would like to receive information?					
14 When you have a difficult conversation to deliver, do you prepare by putting yourself in the recipient's shoes?					
15 Do you find yourself getting caught up in what you have to say and become unaware of the expression and reaction of your colleague?					

Your score is  

**If you scored between 66-75**

**Champion!**

Congratulations – you understand your role as a communicator and are making good communication choices. You should be delivering value across the organisation but there is always room for improvement.

**If you scored between 36 – 65**

**About average**

You're doing some things right but there is much more you could be doing.

**If you scored between 15 - 35**

**Not so good!**

You are not communicating well. What is this costing your organisation and what is it costing you personally?

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