LEADERSHIP TOOL #10

COMMUNICATION RATER

The challenge with communication is that we don’t hear how we come across to others. To help you improve, give the evaluation form below to a boss, a coworker, or your entire team and ask them to rate how you speak, listen, and respond.

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| **INTERPERSONAL COMMUNICATION RATER** | | | |
| **NAME OF PERSON BEING EVALUATED:** | | | |
| I want to improve my interpersonal communication, and I value your feedback. Using the Green/Yellow/Red rating system, please rate me in the six skills below to help me understand how I speak, listen, and respond to you in conversations. Green means I practice this skill with proficiency. Yellow means I need to make some improvements in this skill. Red means I’m weak in this skill. In addition, feel free to offer additional observations below along with any tips to improve my communication. | | | |
| **COMMUNICATION POSTURE & SKILLS** | **RATING** | | |
| **Green** | **Yellow** | **Red** |
| **SKILL #1: LIFE-GIVING CONTENT** | | | |
| **Truthful:** You speak the truth and are fully trustworthy. |  |  |  |
| **Wise:** You speak wise words that offer valuable perspective, |  |  |  |
| **Helpful:** Your words are genuinely helpful to me. |  |  |  |
| **SKILL #2: CLEAR SPEECH** | | | |
| **Clarity:** You speak in a clear and easy-to-understand way. |  |  |  |
| **Conciseness:** You speak concisely and don’t ramble on. |  |  |  |
| **Pace:** You speak at a pace that’s easy to follow. |  |  |  |
| **SKILL #3: POSITIVE TONE** | | | |
| **Optimism:** An optimistic outlook comes through your words. |  |  |  |
| **Tone:** Your tone is positive and encouraging. |  |  |  |
| **SKILL #4: CURIOUS QUESTIONS** | | | |
| **Curiosity:** You show curiosity about what I have to say. |  |  |  |
| **Questions:** You ask good questions and cultivate dialogue. |  |  |  |
| **SKILL #5: ACTIVE LISTENING** | | | |
| **Attentiveness:** You listen carefully when I’m speaking. |  |  |  |
| **Interested:** You show genuine interest in what I have to say. |  |  |  |
| **Body Language:** Your body language is engaged. |  |  |  |
| **SKILL #6: CONTROLLED RESPONSE** | | | |
| **Restraint:** You show self-restraint and don’t interrupt. |  |  |  |
| **Clarification:** You seek clarification if you don’t understand. |  |  |  |
| **Gracious:** You are kind and empathetic in your responses. |  |  |  |
| **Timing:** Your responses to me are well-timed. |  |  |  |
| **YOUR OBSERVATIONS OR TIPS TO IMPROVE MY COMMUNICATION** | | | |
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