

My Communication Profile

Different communication styles can work extremely well when expectations are clear. This profile can be shared selectively with a manager or team if useful.

Receiving information

I understand instructions best when they are: written / demonstrated / spoken / broken into steps / other:

Processing time

I may need extra time when: _____

Meetings

I participate best when I have: agenda / questions in advance / written chat / breaks / clear turn-taking / other:

Clarification

A helpful way to check my understanding is:

When overloaded

I may become quiet, lose words, speak quickly, need to leave or prefer written communication. For me it looks like:

What helps

Please: _____

What makes it harder

Please avoid where possible: _____
