

# Communication Styles Action Sheet

## Work Colleagues

- ❖ Identify at least three people at work who are important to your success AND with whom you sometimes have tensions or conflicts (assistant, peer, and supervisor preferred).
- ❖ Write down each person's name, what you know about his or her communication style preferences, and what you think would be the best ways to communicate with that person.
- ❖ When you get back to your office, have a conversation with each person to explore whether your assumptions are correct.

Name	Communication Style Preferences	Best Ways to Communicate with Him or Her

*See reverse side*

## LCLD Study Group Members

- ❖ Think about the members of your study group. How have you communicated with each other during your study group meetings? What has worked well and what has not worked so well for you?
- ❖ Write down each person's name, what you know about his or her communication style preferences, and what you think would be the best ways to communicate with that person.
- ❖ During your next study group call/meeting, compare your answers to their self-stated preferences.

Name	Communication Style Preferences	Best Ways to Communicate with Him or Her