Communication skills self-reflection

This self-assessment is designed to provide you with a record of your communication skills at the beginning of the course.

Please input your email here so that you can be sent a copy of your responses for you to refer back to later in the course. While Apolitical have access to responses, they are only for your own record.

1. Email address *

Think about the last time you had to communicate a project.
For example, this could be:
- Writing a report or briefing
- Discussing your project with a colleague or manager
- Engaging with citizens
- Communicating a project to stakeholders
- Preparing communications material

Consider the following:

2. a) What were you trying to communicate?

3. b) Who were you speaking to?

4. c) What was the purpose of the communication?

Evaluate the effectiveness of the communication.
5. a) How clearly do you feel that you communicated the desired message?  
Mark only one oval.

1 2 3 4 5

Not clearly at all  ○ ○ ○ ○ ○  Extremely clearly

6. b) How well do you think that you engaged the audience?  
Mark only one oval.

1 2 3 4 5

Not at all well  ○ ○ ○ ○ ○  Extremely well

7. c) How productive did you feel the communication was?  
Mark only one oval.

1 2 3 4 5

Not at all  ○ ○ ○ ○ ○  Completely

8. d) List one thing that you feel you did well.

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9. e) List one thing you feel that you could have done better.

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Think about how you could improve.

10. a) How do you think you could have communicated the desired message better?

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_________________________________________________________
11. b) What do you think you could have done to engage the audience more?


12. c) What do you think you could have done to improve the outcomes of the communication?


Plan for next time.

Based on your reflections, what are 3 things you will bear in mind next time you are faced with communicating an idea or project?

13. 1.


14. 2.


15. 3.


Now try to apply these three prompts in your next communication. You will be sent a copy of this worksheet for you to review at the end of the course to evaluate your progress.

A copy of your responses will be emailed to the address you provided.