

About this report:

Communication Self-Coach

The BestWork Experience measures personality traits and cognitive abilities that tend to remain stable over time. This report applies those measurements to specific behaviors that are related to communicating with others. Using this information, you can more quickly gain an understanding of how to communicate more effectively and avoid misunderstandings. Areas of particular note are in **BOLD** type. This report is not intended to be comprehensive but rather it is designed to highlight key points that are the ones which are most likely to enhance your working relationships. When potential issues are pointed out, it does not mean that the particular issue exists. It means that it is an area that may require special attention in order for you to reach the highest potential in your working relationships.

COMMUNICATING WITH OTHERS - IMPORTANT FACTORS

Can sometimes communicate ideas and information too quickly for others to fully understand

Information can also seem incomplete to others

Important to slow down and verify understanding of others

COMMUNICATION DIRECTNESS - IMPORTANT FACTORS

Speaks directly even in the face of confrontation or disagreement

Challenges opinions or decisions if necessary

Speaks up with ideas or calling out problems

Feedback is usually clear and specific

COMMUNICATING THE DETAILS - IMPORTANT FACTORS

Generally handles a moderate level of details

Important to double check details of critical situations

COMMUNICATING DEADLINES & SCHEDULES - IMPORTANT FACTORS

Has a relaxed sense of urgency in addition to being patient

Can communicate a false lack of urgency to others

Important to use specific deadlines to ensure the correct sense of timing with others

LISTENING TO OTHERS - IMPORTANT FACTORS

Often talks more than listens

Important to take notes and ask questions to confirm understanding