

INFORMATION SHARING & STRATEGIC COMMUNICATION ASSESSMENT

Instructions

This self-assessment aims to assess your proficiency and effectiveness in strategic communication and information sharing within your organization. This assessment will help identify areas for improvement and reinforce strengths in your communication practices.

Answer the below questions with the 5-point scale and choose the rating you agree with most for each question. Calculate your total score.

- 5=Strongly Agree
- 4=Somewhat Agree
- 3=Neutral
- 2=Somewhat Disagree
- 1=Strongly Disagree

1. I ensure that my communications address the "who, what, when, how, and why" to avoid unintended consequences.

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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2. I seek feedback from my team both during and after initiatives to enhance engagement and make relevant improvements.

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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3. I utilize formal surveys or feedback sessions to gather insights from team members, rather than relying on informal channels.

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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4. I align the feedback I receive with our organization's quarterly priorities to ensure it is meaningful and actionable.

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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5. I map out communication initiatives considering purpose, goals, audience, message, channels, timing, and feedback mechanisms.

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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6. I consider the visual, verbal, and vocal quality aspects of communication to maximize its impact.

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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7. I communicate the top three goals of the organization to ensure my team can make informed decisions.

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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8. I plan to communicate important messages multiple times over an extended period to ensure all team members are informed.

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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9. I foster a culture of transparency and collaboration through strategic communication, emphasizing feedback loops and clear priorities.

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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10. I follow the "Gold, Silver, Copper" standards for communication, prioritizing in-person interactions over verbal and written communications (Gold: in person, Silver: verbal (with video, if possible), Copper: written).

1 Strongly Disagree	2 Somewhat Disagree	3 Neutral	4 Somewhat Agree	5 Strongly Agree
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Answer Key

Calculate your total score from the questions above and find the corresponding category.

Score: 35-50 Leadership Luminary

Your proficiency in communication and information sharing is commendable and demonstrates your strong leadership capabilities. Your ability to effectively articulate goals and objectives, conduct productive team meetings, and foster an environment of trust and open communication sets a positive example for your team. To maintain this high level of performance, continue to prioritize clear and transparent communication, actively seek feedback from your team, and regularly assess and adapt your communication strategies to meet evolving needs and challenges.

Tip for Maintenance: Consider implementing regular feedback sessions with your team to ensure that your communication practices remain aligned with their needs and expectations. Additionally, stay informed about new communication tools and techniques to enhance your effectiveness as a leader.

Score: 20-34 Leadership Trailblazer

While you demonstrate competence in several areas, there may be opportunities for improvement to further enhance your leadership effectiveness. Consider focusing on areas such as refining your communication strategies, actively listening to your team, and fostering a more inclusive and open communication culture within your organization.

Tip for Improvement: Take proactive steps to enhance your communication skills by seeking out training or mentorship opportunities, practicing active listening techniques, and soliciting feedback from your team members on how you can better support their communication needs.

Score: Less than 19 Leadership Seedling

Your score suggests that there are significant areas for improvement in your communication and information sharing practices as a leader. It's crucial to recognize the importance of effective communication in fostering trust, alignment, and productivity within your team. Take this assessment as an opportunity to reflect on your current communication strategies and identify specific areas where you can make meaningful improvements.

Tip for Enhancement: Invest time and effort into developing your communication skills by seeking out resources such as workshops, books, or online courses. Practice active listening, solicit feedback from your team, and focus on creating a supportive and open communication environment where everyone feels heard and valued. Remember that improvement takes time and dedication, so be patient with yourself as you work towards enhancing your communication effectiveness as a leader.

Answer Key Continued

This assessment encompasses three key categories: Strategic Communication Practices, Feedback Mechanisms and Communication Effectiveness.

Strategic Communication Practices (Questions 1, 5, 7 & 10): I ensure that my communications address the "who, what, when, how, and why" to avoid unintended consequences. I map out communication initiatives considering purpose, goals, audience, message, channels, timing, and feedback mechanisms. I regularly communicate the top three goals of the organization to ensure my team can make informed decisions. I foster a culture of transparency and collaboration through strategic communication, emphasizing feedback loops and clear priorities.

Feedback Mechanisms (Questions 2, 3, 4 & 8): I actively seek feedback from my team both during and after initiatives to enhance engagement and make relevant improvements. I utilize formal surveys or feedback sessions to gather insights from team members, rather than relying on informal channels. I align the feedback I receive with our organization's quarterly priorities to ensure it is meaningful and actionable. I plan to communicate important messages multiple times over an extended period to ensure all team members are informed.

Communication Effectiveness (Questions 6 & 9): I consider the visual, verbal, and vocal quality aspects of communication to maximize its impact. I foster a culture of transparency and collaboration through strategic communication, emphasizing feedback loops and clear priorities.