

# COMMUNICATION QUIZ

A quick test to determine the strength of communication within your team.

Simply answer yes or no to the following questions:

Y N

- Our company's mission and values are clearly articulated
- I have a clear role definition and know how it translates to the day-to-day
- I have a chance to show off the great work that I do
- I received feedback on my work within the past week
- I know what other team members are working on in real time with a tracking system
- I know who to ask questions, and their preferred channel, for example, email slack text
- I have time to connect with my team as people, not just about work
- I have something I wish I could say to my manager or teammates
- My teammates and manager have an effect on my work and I've told them that, through direct feedback either positive or negative
- I know what great work, good work, and mediocre work looks like in my specific role
- Gossip isn't a problem in our workplace, the conversation starts and stops with the individual mentioned

## Take a peek at where you answered yes.

How can we make sure that every member of your team also answers yes to those questions? We have some ideas:

- Establish a standing 1:1 time to discuss their projects and relationship to the organizations mission.
- Offer real time feedback, specific insights into the positive and negative impact their work has on you, the team, and the organization.
- Set aside a time each month to discuss their professional development, career trajectory, and outside hobbies. A focused 1:1 over coffee beats any number of team happy hours.
- Ask your team about their communication preferences. So much has shifted this past year. Schedules, responsibilities, and calendars may have shifted.

## If you answered no.

- Schedule time with your leadership to discuss what a partnership could look like in shifting communication culture of your team.
- Glance at your Learning and Development hub to determine whether your organization already has tools, trainings, or cultural practices in place that you can champion.
- Schedule a collaborative experience for your team to design solutions that can leave you all answering **\*\*\*yes.\*\*\*** Often, multiple channels for participation create better outcomes. Consider offering team members a chance to contribute to live meetings, email ideas, privately message, post to boards, and discuss in 1:1s.



## Unsure where to go from here?

We have some ideas. We can book a brief call to discuss your team's challenges and how the Momentum Education team can support. To book a call visit [www.momentumeducation.com/pd](http://www.momentumeducation.com/pd) or just [click here](#).