

WEEK 5 WORKSHEET

Communication That Creates Action

SECTION 1 — COMMUNICATION SELF-ASSESSMENT

Instructions: Reflect on your current communication habits.

Where do you struggle with clarity?

How does your tone change under pressure?

What timing issues affect your team's performance?

SECTION 2 — COMMUNICATION DRILLS

Instructions: Write sample responses for each scenario.

Scenario 1: Giving Clear Instructions

Scenario 2: Correcting Calmly

Scenario 3: Coaching an Underperforming Team Member

SECTION 3 — COMMUNICATION IMPROVEMENT PLAN

One clarity improvement:

One tone adjustment:



One timing improvement:

One coaching goal:

One accountability goal:

Slide Highlights:

- Action Formula: **Clear Message + Right Tone + Proper Timing = Reliable Action.**
- Clarity = simple, specific, measurable expectations.
- Tone = emotional delivery (confidence, calm, respect).
- Timing = early, frequent, calm, and private when needed.
- Strong direction includes objective, standard, timeline, ownership, intent.
- Coaching builds performance; correcting prevents mistakes.
- Accountability grows fast in environments of respect and encouragement.

How to Use This for the Worksheet:

- For clarity/tone/timing struggles, reference the slide definitions directly.
- For communication drills, use examples the slides highlight: calm correction, clear instruction, supportive coaching.
- Improvement plan items should follow the “one clarity, one tone, one timing, one coaching, one accountability” structure from the slides.