

CHECKLIST 1.4 **Effective Communication in Collaborative Settings**

Rate yourself regarding the following statements.

| | Consistently | Inconsistently | Never |
|---|--------------------------|--------------------------|--------------------------|
| I seek to determine who owns the problem. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I choose my words carefully. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I offer guidance rather than advice. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I ask open-ended questions to help people with their own problems. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I allow people to make their own decisions as to how to meet my long-term expectations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I clarify what I think people are saying instead of playing psychoanalyst and making assumptions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I deal with disruptive behaviors as they occur instead of using diversionary tactics. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |