

Worksheet

Before you speak reflections

Communications self-check

Take a few minutes to reflect before or after a difficult workplace conversation.

01. WHAT ARE YOUR COMMUNICATION STRENGTHS

What helps people feel comfortable, supported, or heard when they speak with you?

EXAMPLES: staying calm, listening carefully, being direct but respectful, helping others feel included, explaining things clearly

YOUR REFLECTIONS:

02. WHAT ARE YOUR EARLY WARNING SIGNS?

What changes in your body, tone, or behaviour when stress starts affecting your communication?

EXAMPLES: Feeling tense or impatient, speaking more quickly, interrupting, becoming defensive, avoiding the conversation altogether

YOUR REFLECTIONS:

03. PAUSE BEFORE RESPONDING

Ask yourself:

- Am I my best self right now?
- Will I regret this response later?
- What choice do I want to make in this moment?

04. WHAT WOULD INTENTIONAL COMMUNICATION LOOK LIKE?

Watch the webinar *"Before you speak: Communicate with intention."* Available on-demand.
safecarebc.ca | info@safecarebc.ca

