



the way of truth
connect to your heart's wisdom

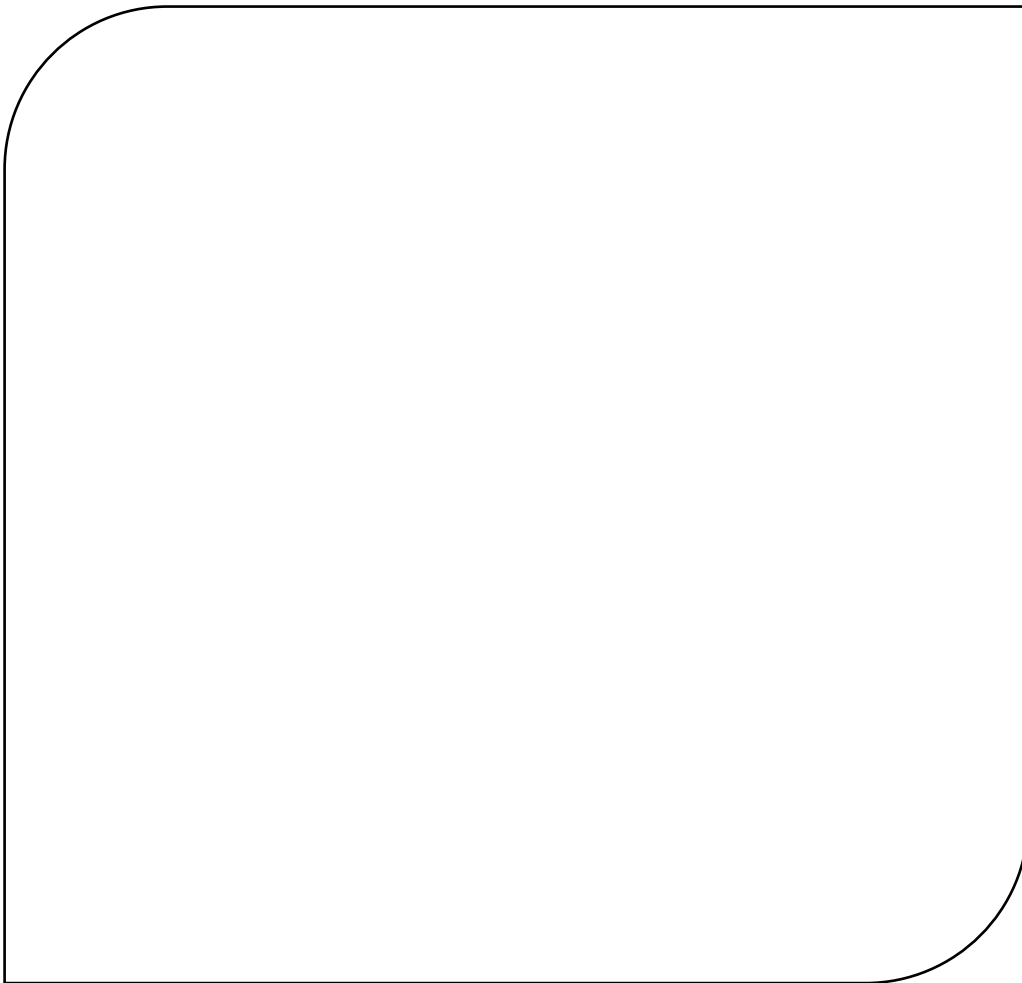
Say it! Hear it!
The Power of Effective Communication

Activity Sheets

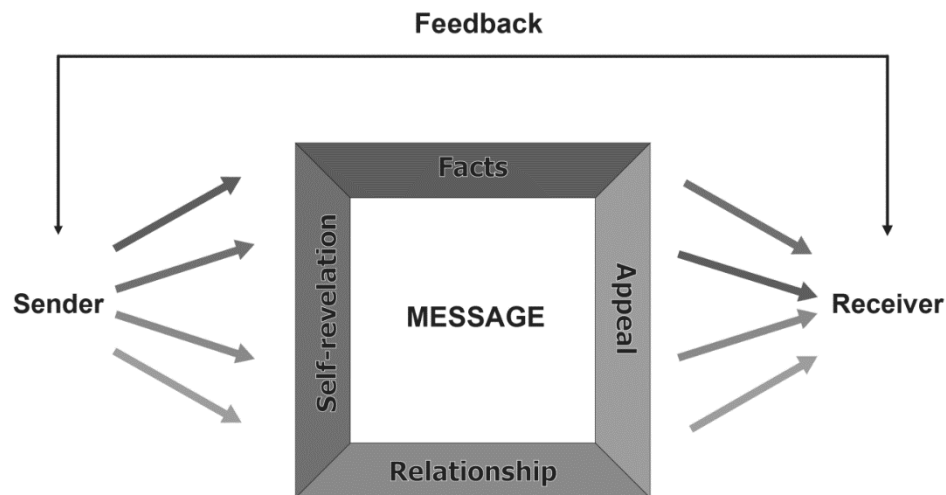
Worksheet # 1 – “Draw What I Say”

Instructions. In the space below, create a drawing from the instructions below:

- Draw a head.
- Add eyes.
- Add a mouth.
- Add pointy ears.
- Add whiskers.
- Draw an oval body.
- Draw a long, curly tail.
- Draw four legs.
- Draw four paws.



Worksheet # 2 – “The Four Sides of Communication”



The Top Side = Facts – *This is the information, facts, or data being conveyed.*

- This top side of a message contains some kind of information, facts, or data that you are trying to convey to someone else.
- This is the part of a message that is most apparent through your verbal signals.

The Second Side = Self-Revelation – *This is what the sender is saying about him or herself.*

- In addition to factual information, every message also contains information about the sender; the sender is always giving away something about him or herself.
- This second side of a message gives hints about what is going on inside the sender, such as how he sees himself, and how he would like to be seen by others.
- This may occur in an explicit or implicit way; usually it is implicit, in the form of an unintended self-disclosure.

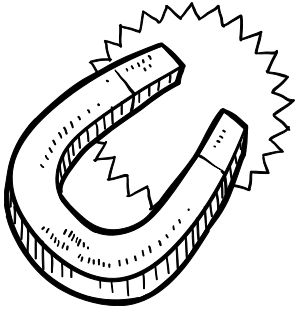
The Bottom Side = Relationship – *This is how the sender relates to the receiver.*

- Every message also says something about the relationship between the sender and the receiver, what they feel for each other, and how they are connected with each other.
- This side of the message is also expressed through tone of voice, gestures, and facial expressions - through nonverbal signals.

The Fourth Side = Appeal – *This is what the sender wants to effect on the part of the receiver.*

- A message normally is not sent without a reason or intention behind it. Generally, it is linked with a wish to influence the other person in some way.
- The sender expects not only that her message will be understood, but also that the recipient will react in some way, and take some sort of action as a result.

Worksheet # 3 – “The Challenge in Connecting”

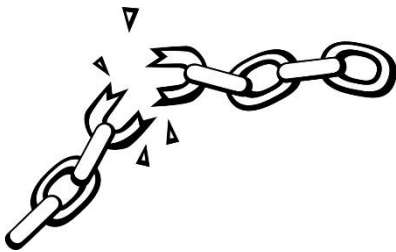


1. Think of a time when you recently met someone that you really hit it off, got along well, and felt connected. Briefly describe it on your worksheet.

Answer the following questions: What was present in your interaction that allowed you to connect?

Who did you have to be in order to make the connection happen?

What is necessary in order make a meaningful connection?



2. Think of another situation in which you were not able to connect with someone. Briefly describe the situation:

Answer the following questions: What do you believe got in the way of creating a connection?

Based on this situation, what do you think contributes to people not able (or willing) to connect?”

What can you do the next time you meet someone who you may not feel a connection with?

Worksheet # 4 – “Assessing Your Communication”

Instructions. For each question, circle whether you are more apt (+) to exhibit this communication behavior, or whether it needs development (-).

+	-	1. Do I take full responsibility for the message being heard by the other person? (Remember, it doesn't matter what you say, it only matters what the other person hears.)
+	-	2. Does the other person feel heard and understood by me? (Did I acknowledge them?)
+	-	3. If I was asking someone to take a specific action, do I make my request clear?
+	-	4. Do I speak in a way that the other person can understand? (Speaking in their communication style.)
+	-	5. Do I communicate openly, without prejudices, expectations, or judgment? (Do I react to what others are saying in a way that prevents me from listening to their full message? Was I focused on having to be right, or was I truly hearing the other person's point of view?)
+	-	6. Do I leave the conversation feeling good – having gained some value from the interaction?
+	-	7. Do I follow-up to see if the conversation was successful? (That it led to the desired results?)
+	-	8. If the outcome of the conversation did not meet my expectations, do I learn what I could improve upon to better communicate with that particular person in the future?

Worksheet # 5 – “Listening Quiz”

For each of the following statements, check either USUALLY, SOMETIMES, or SELDOM, and then add up your score following the guidelines below.

USUALLY	SOMETIMES	SELDOM	I...
			1. Look directly at the other person.
			2. Observe the other person while listening to him or her.
			3. Ensure that I've considered the other person's point of view before answering.
			4. Listen primarily for ideas and underlying feelings.
			5. Determine my own biases, if any, and try to allow for them.
			6. Keep my mind on what the speaker is saying.
			7. Make a conscious effort to evaluate the logic and credibility of what I hear.
			8. Interrupt immediately if I hear a statement I feel is wrong or that I don't understand.
			9. Decide from the other person's appearance and delivery whether he or she has something important to say.
			10. Try to have the last word.

On questions 1,2,3,4,5,6 and 7 have participants give themselves:

- 10 points for each answer of USUALLY
- 5 points for each answer of SOMETIMES
- 0 points for each answer of SELDOM

On questions 8,9 and 10 have participants give themselves:

- 10 points for each answer of SELDOM
- 5 points for each answer of SOMETIMES
- 0 points for each answer of USUALLY

Total and finalize your score:

90+ = You are listening effectively.

75-89 = Doing well, but there are areas that could be developed.

74 or less = There are considerable opportunities to work on listening skills.

Worksheet #6 – “Listening with C.A.R.E.”

C.A.R.E. means:

C –

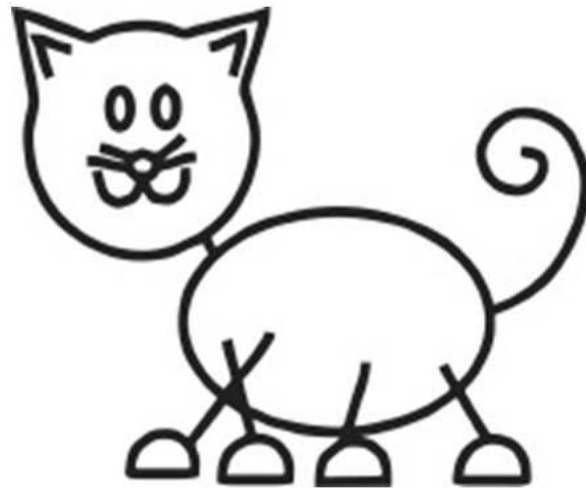
A –

R –

E –

Answer Key to Worksheet #1

Draw What I Say...



Additional Coaching
Activities

Say It! Hear It! The Power of Effective Communication

Self-Study Coaching Follow Up

If you desire, you can schedule a FREE 15 MINUTE LASER COACHING CALL. This is another way to stay in touch, and receive valuable coaching support to seal in your learning from the workshop and acknowledge how you have improved your skills in real life. This also gives you an opportunity to assess your needs and move you into another product, program or service.

Here are additional questions:

1. What will I do to “notice the sounds” around me and to learn to “truly listen”?

2. What are one or two things that I can do to improve my “Listening Quiz” Score?
How will I implement these new tactics?

3. How can I use C.A.R.E. more effectively in my communications?

4. Schedule your FREE 15 MINUTE FOLLOW UP CALL here- <https://thewayoftruth.live/15-minutes>

