UNDERSTAND / RESOURCE 01

My Communication Starting Point

Notice strengths, difficult situations and one useful starting goal.

Name / reference: _____ Date: _____

Effective communication includes expressing yourself, listening and checking understanding. Assertiveness means making your needs or views clear while respecting other people. You can feel uncertain and still communicate assertively. Start with a situation that matters to you; you do not have to change everything at once.

WORKED EXAMPLE

Sam often agrees to extra tasks before checking their diary. Their starting goal is: "When I get a request, I will say, Let me check and get back to you, before I answer." This is a small action Sam can practise, rather than a demand to feel confident.

START HERE

What already works well in the way I communicate?

Which situation would I like to handle differently?

What do I usually say or do in that situation?

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A HELPFUL REMINDER

Use a specific action as the goal. Confidence may change later; it is not a requirement for starting.

PRACTISE IN YOUR OWN WORDS

What matters to me about making a change?

One small action I want to practise (what, with whom, when):

How will I know I tried it? Choose something I can observe.

What support or communication adjustments would help?

My confidence now, 0-10; one thing that could make practice easier: