

SELF and PEER-EVALUATION COMMUNICATION BEHAVIOR

Using the following scale, rate yourself on each behavior as you interact with others in meetings (meetings could be groups or individual). Your behavior can be situational but try to focus on your usual patterns of behavior. Your peers will rate you on the same criteria.

Score Yourself 1-4 (Low to high)

- 1 = Demonstrates this behavior *rarely* or never
- 2 = Demonstrates this behavior *infrequently*
- 3 = Demonstrates this behavior *moderately often*
- 4 = Demonstrates this behavior *often*
- CA. = Cannot rate—do not interact enough to assess

TASK BEHAVIORS

- 1) **Initiates new ideas.** _____
"Why don't we try ...", "How about ..."
"The first thing we should do is ..."
- 2) **Seeks relevant information before seizing on a solution.** _____
"We need to find out X before proceeding ..."
"Does anybody have any data on that?"
"I might be able to find data on that ..."
- 3) **Anticipates impediments to implementation** _____
"What could go wrong here?"
"Let's list all the things that might interfere with this working."
- 4) **Elaborates on an idea.** _____
"I would like to take Mary's idea and extend it to include ..."
- 5) **Clarifies task demand and task focus** _____
"Aren't we supposed to ..." *"Isn't our job to ..."*
"We need to clarify what our charge is."
"What should we expect to get done today ..."
"I am not sure that is totally relevant to our discussion."
- 6) **Delegates/organizes/manages tasks** _____
"We need a recorder here? ..." *"Who will do X ..."*
"Can someone take responsibility for this..?"
"Were you responsible for checking on that..?"
- 7) **Criticizes/ evaluates ideas.** _____
"Let's really take a look at that -- does that make sense in light of ..."
"This presents us with real opportunities—and some potential problems ..."
"We do not have enough data yet ..."
- 8) **Monitors details** _____
"Now we need to be sure to check with X and not forget to inform Y"
- 9) **Keeps track of progress** _____
Takes notes, charts publicly, or encourages others to record.
"We only have 5 minutes."
"We have two items to go..."
- 10) **Summarizes what we have accomplished.** _____
"So far we have agreed..." cites points for check in



RELATIONSHIP BUILDING

11) Encourages others and models respect _____

"John, that's a great idea ..."

"Mary say more about that."

"Bill has a point here."

12) Asks opinion of others and gives credit _____

"John, what do you think of that idea?"

"I had not thought of that—great suggestion for implementation"

13) Seeks agreement and compromise _____

"Look we can satisfy all these concerns. We are not that far apart."

"Let's combine John and Mary's thoughts."

14) Paraphrases and restates ideas _____

"What Mike is saying is ..."

15) Monitors norms and processes _____

"I do not think we are all listening to Mary ..." Don't forget our norm to.."

"Didn't we agree not to make judgments during brainstorming?"

"We agreed to reach a consensus; let's keep to that plan."

16) Disagrees assertively but agreeably _____

"I understand your point but I really cannot agree with that idea because....."

17) Uses humor not sarcasm _____

18) Cheerleads especially during difficult times

"Way to go group!" "Only 10 minutes, we have a lot to do; but we can do it."

"I know this is a difficult situation and there are several viewpoints on how to solve this problem; We can't fail if we stick together on goals—lets go back..."

