Coaching and Discussion Guide - *Communication*

RemotePRO

Communication is the extent to which an employee is able to exchange information both verbal and non-verbal in an effective way to accomplish tasks and organization objectives.

This coaching and discussion guide can help you conduct effective employee coaching sessions to document and keep track of the commitments made together and to make sure follow through happens and action plans are aligned with job/role priorities.

Recommendations for Employee: This section provides suggestions for development activities to help make the employee more successful with this RemotePro dimension.	Action Plan: Clearly define job responsibilities, tasks to be completed, and deadlines.
Communication	
Volunteer to **take notes** during meetings or **summarize** presentations. Share your notes with coworkers.	*Ask:* • *What do you think of these recommendations?* • *Which communication methods are you willing to try and when do you think it may be most appropriate?* • *How can you build relationships with coworkers who can't see you? What shared interests might you have with others that you work with?* • *What can I do to support you?*
Find a coworker whose **writing and/or speaking style** you admire. Ask if they can give you any advice or ideas for practice.	
Read frequently, both on the job and off. If applicable, find a writing style that you enjoy and attempt to imitate it.	
Consider the **best means** of **communicating** with coworkers - email, instant messenger, phone, conference call, virtual meeting - given the virtual environment. Tailor your approach to ensure clear communication is happen between you and your coworkers.	
Your Role	
If you are unfamiliar with tasks, responsibilities, or goals, **become comfortable** with openly communicating your questions.	*Ask:* • *Currently, how do you establish the best means of communicating with your coworkers? Are there processes you can put in place to agree on the best means of communication between you and your remote coworkers?* • *What can I do to support you?*
Become familiar with technological tools, such as grammar and spell check. Proof outgoing communications with spellcheck and grammar check before sending/submitting them.	
Seek out **feedback** regularly from peers and supervisors.	