

Name: _____ Leader Name: _____

Date Completed: _____

Communication Preference Sheet

Question	Response
1. Define what excellent communication looks like to you?	
2. Share a time when you felt communication was excellent.	
3. Share a time when you felt communication fell short.	
4. When you are being communicated with, what information do you feel should be provided in the communication?	
5. How do you like to receive information? When do you like to receive the information? For example: <i>Every Tuesday at noon, an email will go to the group or These items will be provided monthly, or These items will be provided on a just-in-time basis.</i>	
6. How do you feel people should be held accountable for reading the information?	