

Rate Your Tone with Key Stakeholders

Identify key stakeholders for you professionally and rate your level of effective communication with each. You'll come up with a Tone Effectiveness Rating for each key stakeholder below.

Key Stakeholder Name: _____

Please rate the different aspects of your communication below with this key stakeholder, with 1 being you're not at all effective and 10 being you're very effective in this particular aspect of communication.

1. My communication always results in positive outcomes with this individual ____
2. My communication with this individual exudes confidence ____
3. My communication with this individual creates more collaboration than conflict ____
4. My communication allows me to be respected by this individual ____
5. My communication allows me to be trusted by this individual ____
6. My communication allows this individual to effectively provide me with feedback ____
7. My communication allows this individual to effectively share new ideas with me ____
8. My communication establishes healthy boundaries with this individual ____

Add the ratings above for this key stakeholder together and divide by 8 to find what your overall tone effectiveness rating is with this key stakeholder. Average rating: ____

What 3 action steps can you implement to take your tone effectiveness rating with this stakeholder up 1 notch?

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Repeat this exercise for each key stakeholder associated with your role.