



Essential Supervisory Communication Worksheet

One of the best ways to encourage outstanding performance is to constantly and consistently answer two questions your employees have:

Individuals: How am I doing?	Team: How are we doing?
On the Job Observation <ul style="list-style-type: none"> Observe employees on the job Especially good if the process employees follow is important 	Visual Displays <ul style="list-style-type: none"> Bulletin boards or other displays that show progress toward goals These displays can also inform visitors from other departments
Performance Monitoring <ul style="list-style-type: none"> Monitor the employees' output Works especially well if there is data readily available 	Stand-Ups, Huddles, Tailgates, etc. <ul style="list-style-type: none"> Quick meetings to keep the staff informed and review priorities Use these meetings to encourage dialogue between team members.
After Action Review <ul style="list-style-type: none"> Review a specific situation with an employee and ask for their input on how to handle it in the future Good for critical incidents such as a complaint received, a special project completed, or an "extra mile" moment 	Newsletters <ul style="list-style-type: none"> Email, online, or print newsletters can keep teams updated and recognize great performances Constant Contact and other low-cost tools can even make it easy to track who is paying attention

Action Plan

Individual Communication Plan	Team Communication Plan