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| **COMMUNICATION EVALUATION FORM** | |
| **Learner Name** |  |
| **Workplace/Organisation** |  |
| **State/Territory** |  |
| **Date Completed** |  |

**To the learner:** Rate yourself in each area of communication below based on your demonstration of *Workplace Project Task 3*. Please answer each item below as honestly as possible.

Use the following rating:

5 – Excellent

4 – Good

3 – Acceptable

2 – Needs improvement

1 – Unacceptable

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| **COMMUNICATION CRITERIA** | | | | | |
| 1. I clearly communicated intent of communication. | 🞎 5 | 🞎 4 | 🞎 3 | 🞎 2 | 🞎 1 |
| 1. The message I communicated is precise and direct to the point. | 🞎 5 | 🞎 4 | 🞎 3 | 🞎 2 | 🞎 1 |
| 1. I have been open and honest with what I shared with my supervisor. | 🞎 5 | 🞎 4 | 🞎 3 | 🞎 2 | 🞎 1 |
| 1. I was fully aware that the message I delivered may have been perceived differently by my supervisor. | 🞎 5 | 🞎 4 | 🞎 3 | 🞎 2 | 🞎 1 |
| 1. I explained jargons, idioms, or slang that may be unclear for my supervisor. | 🞎 5 | 🞎 4 | 🞎 3 | 🞎 2 | 🞎 1 |
| 1. I carefully selected my words to avoid any emotional distress or confusion from my supervisor. | 🞎 5 | 🞎 4 | 🞎 3 | 🞎 2 | 🞎 1 |
| 1. I recognised my supervisor’s nonverbal cues and considered my next points of discussion. | 🞎 5 | 🞎 4 | 🞎 3 | 🞎 2 | 🞎 1 |
| 1. I demonstrated active listening techniques. | 🞎 5 | 🞎 4 | 🞎 3 | 🞎 2 | 🞎 1 |
| 1. I used questioning techniques to seek for advice. | 🞎 5 | 🞎 4 | 🞎 3 | 🞎 2 | 🞎 1 |
| 1. I demonstrated nonverbal cues consistent with the message I spoke. | 🞎 5 | 🞎 4 | 🞎 3 | 🞎 2 | 🞎 1 |
| 1. I avoided using words that may be offensive to my supervisor. | 🞎 5 | 🞎 4 | 🞎 3 | 🞎 2 | 🞎 1 |
| 1. My responses are consistent with the message I heard from my supervisor. | 🞎 5 | 🞎 4 | 🞎 3 | 🞎 2 | 🞎 1 |

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| **QUESTION AND ANSWER** |
| 1. Based on your self-evaluation, describe how well you communicated your personal wellbeing in the workplace to your supervisor. |
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| 1. Based on your self-evaluation, describe at least two areas of improvement you need to work on when communicating about your personal wellbeing in the workplace. |
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| 1. Provide at least two recommendations for your supervisor when discussing your personal wellbeing in the workplace. |
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END OF COMMUNICATION EVALUATION FORM