Organization Communication Alignment Assessment

DevelUpLeaders

Have you wondered how effective your communication is in your organization? Have you ever felt that you have great ideas, but they don't reach the right person to be enacted? If you have this problem, it is probably due to your Organization Communication Alignment.

Communication is one of the most complex skills to master and yet the most valuable and in demand competency requirement for organizations and employers for hiring their resources.

This assessment will help you rate yourself on your effectiveness to communicate in an organization and will help you to uncover some of your communication areas needing improvement.

Knowing & aligning to your organization communication can help you:

- **Align your strategy** with your organization
- **Reach all levels** of the organization
- **Grow your career**

- Be seen as a **Leader**
- Be **more effective** in your communication
- **Prioritize** what is **most valuable** for your company

Please rate each item on a scale of 1-5. Please choose one number and do not write decimals, such as 3.5. Select the answer that best represents your feelings, thoughts, and behaviors regarding to your organization communication. Choose how often/ true each statement is for you.

1	2	3	4	5
Less True				More True
Never	Rarely	Sometimes	Often	Always

1. Sharing ideas
   a. When I have an idea, I'm able to communicate it clearly to my peers ____
   b. I'm comfortable sharing my own ideas and point of view ____
   c. I'm comfortable communicating contradictory opinions from mine ____

2. Focus on your audience
   a. When I convey my ideas, I value my audience communication preferences over mine ____
   b. I can interact equally with technical, Senior Leaders and clients ____
   c. I know the communication preference of all my direct reports ____

    d.   I know the communication preferences of all my managers (n+1 & N+2)   ____

    e.   When I reply to an email, I validate I have the full scope & understanding of what is expected from me   ____

    f.   I listen to other opinions and am able to capture the value before giving mine   ____

    g.   I request feedback   ____

    h.   I provide feedback on a daily basis   ____

    i.   I spend 70% of my time listening to others   ____

    j.   I ask clarification questions   ____

    k.   In my mail, I made a clear distinction between the Recipient & the CC/BCC   ____

    l.   When I communicate to several levels of the organization, I include an executive summary on top and a more detailed message after   ____

3. Effective communication

    a.   When I do a presentation, I mainly use images and graphics   ____

    b.   In presentations, I don't put more than 3 to 5 points per slides   ____

    c.   My presentation is a support to my speech and not the opposite   ____

    d.   I interact on a biweekly or at least monthly basis with my N-3   ____

    e.   I always think before speaking   ____

    f.   I know how often I use filler words in my oral communication   ____

    g.   I'm aware of the issues & problems my teams encounter and communicate my support   ____

    h.   I interact on a weekly basis with my N-2 & N-1   ____

    i.   When I interact with others, my opinion is requested   ____

    j.   I'm aware and know how to avoid disruptors to communication   ____

    k.   I identify my stakeholders and know who should be included in my communication   ____

    l.   I value the opinions of the "doers" higher or equal as the ones of the "Senior Managers"   ____

    m.   My vision is understood at all levels of the organization & especially by the operational & technical teams   ____

    n.   I always exceed my performance results   ____

    o.   I know the value I bring to my organization on a daily basis   ____

    p.   I always weight my words when I speak & write to adjust to the person who will receive my message   ____

    q.   When I disagree, I share my opinion without holding others' opinions against them ____

    r.   I know how to disable an unhealthy conflict   ____

    s.   I value conflict in my organization   ____

    t.   I'm fully aware of the communication elements and how to use them   ____

    u.   I understand the value I bring to my clients and I can measure it   ____

    v.   I understand the difference between the value for my company and the one for my clients   ____

    w.   My team(s) can communicate the value of their projects clearly   ____

    x.   When I launch a new project, people adhere to it directly   ____

    y.   Your team members know what their responsibility and accountability are and deliver on time   ____

Score Interpretations:

- **Total Score Less than 80:**

  This score indicates a high likelihood that your communication is not as effective as you would need to convey your ideas across the organization. You may have great ideas, but you struggle to put them into action and see results. You feel you must overcommunicate and micro-manage to see the results expected you're your team. You feel often misunderstood and may find yourself thinking *"What should I do to have this organization moving more quickly"*. This may be because you are sending your message without taking in account your audience or communicate too vaguely which leads you in inaction.

  You may be experiencing signs of lack of energy and motivation. You feel most probably frustrated and hopeless. It is possible that you are not satisfied with your current results because your communication doesn't have the effect you are expecting.

  We see from this assessment a misalignment in your organization communication with your core values. We would strongly recommend you work with *DevelUpLeaders* on our organization communication program to identify your area of improvements. We will help you define and develop your communication plan and prioritize your action plan to reach higher performance sooner.

- **Total Score 80-120:**

  This score indicates a high likelihood of ineffective communication across your organization. You may have good ideas but you struggle to convey your message to your peers and put them into actions to see results. You often come back from work exhausted and just want to lay down on the sofa. This is the result of your extra effort to overcommunicate and micro-manage to obtain results. You feel often misunderstood and may find yourself thinking *"Why is it so complex to have my team to move in the right direction"*. This may be due to over-communication or not addressing your audience with the right channel.

  You may be experiencing signs of lack of energy and motivation. You feel most probably frustrated and hopeless. It is possible that you are not satisfied with your current results because your communication doesn't have the effect you are expecting.

  We see from this assessment a misalignment in your way of addressing your audience, to convey your message across the organization, in the most appropriate way. We would strongly recommend you work with *DevelUpLeaders* on our organization communication program to identify your area of improvements. We will help you define and develop your communication plan and prioritize your action plan to reach higher performance sooner.

- **Total Score 120-160:**
  This score indicates a high likelihood that you are moderately ineffective communication across the organization. You may feel your communication works most of the time and your message is understood across the company but still have some areas of frustration and dissatisfaction with the result obtained. You are one of the lucky who can convey their message and feel it reached all level of the organization. You have probably worked hard on your communication already and understand well your audience. You can revel in your accomplishments and successes. You still see room for improvement but you feel you organization is moving in the right direction and your message is well received.

  You may be experiencing some sporadic misunderstanding with your team and reports but in general, all your team is aligned to your vision and can define where they are going, and most important the "WHY!".

  We see from this assessment good communication skills which allow you to convey your vision, strategic plan and put your plan in action to gain results, but you are still not at the optimum level and want to explore more way of reaching optimally your audiences. We would recommend you work with *DevelUpLeaders* on our Organization Communication program to identify deeper your communication strengths and weakness to reach optimal communication with your peers. We will help you define your communication improvement strategy to reach the optimum way of passing your vision across the company.

- **Total Score More than 160:**
  This score indicates a high likelihood that you have professional communication skills that are sharpened. You think to your audience before initiating any communication to always try to address the person to his preferred channel. You have great awareness to help you to put your plan in motion and motivate your team to reach results in the most optimum way. You are one of the lucky few who reach an almost perfect communication. Your message is conveyed in a clear way and you feel your organization understands the reason of your vision this is the reason your plan are so successful.

  You rarely experience misunderstandings with your team and reports but still have some events you feel your communication could have been optimized. You feel your strategy and vision are put in action.

  We see from this assessment a good alignment between your communication and Strategy to put plan into actions and want to explore more to reach your audience in an optimal way to ensure total alignment with your organization strategy. We would recommend you work with *DevelUpLeaders* on our Communication Organization program to identify your communication gaps and dig deeper in your audience expectations. We will help you define your communication strategy plan that will make your vision a reality.

Disclaimer : This assessment is not intended to provide psychological or psychiatrics diagnosis and your completion of the assessment does not indicate a professional counseling or coaching relationship with the creators or administrators of the test.