

Practical Edge Training Communication Checklist

Use this checklist before important conversations, meetings, coaching sessions, or feedback discussions to improve clarity, understanding, and follow-through.

Before the Conversation

- ☐ What is the purpose of this conversation?
- ☐ What outcome am I hoping to achieve?
- ☐ Do I have the facts?
- ☐ Is this the right time and place?
- ☐ Have I prepared key points instead of scripting every word?

During the Conversation

- ☐ Clearly explain the purpose.
- ☐ Listen more than you speak.
- ☐ Ask open-ended questions.
- ☐ Focus on behaviors and facts.
- ☐ Stay respectful and professional.
- ☐ Check for understanding before moving on.

Notes:

Closing the Conversation

- ☐ Summarize key points.
- ☐ Confirm expectations.
- ☐ Identify next steps.
- ☐ Assign responsibilities (if applicable).
- ☐ Set a follow-up date if needed.

Reflection

What went well?

What could I improve next time?

Did both parties leave with the same understanding?

☐ Yes ☐ No

Practical Edge Reminder

Clear communication isn't about saying more.

It's about making sure people understand what matters most.