

TOOL

# Reflection Questions on Communication

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# Reflection Questions on Communication

## **Purpose**

This tool supports you in reflecting on current communication patterns and clarifying the kinds of conversations you want to have as a team. It helps move from awareness to intentional action.

## **When to Use**

Use this tool when you want to improve team communication, when conversations feel unproductive or misaligned, or when establishing or revisiting norms for how your team engages with one another.

## **How to Use It**

Respond to the reflection questions individually or as a team, noticing patterns in current dynamics, desired shifts, and personal responsibility. Use your responses to identify specific actions, skills to develop, and first steps toward creating more effective conversations. This tool can be used as a starting point for developing or refining team communication agreements.

# Reflection Questions on Communication

1. What do I notice about the conversations we have now?  
What dynamics do I see present?
2. How do I feel about the conversations we have now?
3. What do I want our team's conversations to look and sound like?
4. What purposes do our conversations need to have?
5. How do I want to feel during conversations?
6. What defines a good conversation for me?
7. What might I need to do differently to have the kinds of conversations we want to have?
8. Which skills will I need to cultivate to have different conversations?
9. What am I willing to do to have different conversations?
10. What's the first step I can make for our team to have different conversations?

Exhibit 7.1. © Elena Aguilar, *The Art of Coaching Teams: Building Resilient Communities that Transform Schools*. Jossey-Bass, 2016.

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