

Fundamentals in Practical Leadership

Skills and Tools for New and Emerging Leaders and Managers

Session 4: Communication Basics

Certificate Reflection Questions

Thank you for attending the *Communication Basic* on June 22, 2020. If you were not able to attend or would like to review the webinar again you can do so [here](#) (password: cfolead). Below you will find the reflection questions for this session. We hope these questions provide an opportunity for you to digest the information you received in the webinar, and to put the ideas into practice. If you have any questions, please contact us at webinars@cfoe.ca

Session 4: Reflection Questions:

1. On the “great communicator” checklist, what are the areas that you excel at? Where would you like to focus to develop your skills?
2. In relationship to what was presented, what have you done during the pandemic to support great communication in your organization?
3. Complete the Communication Template provided for a current or upcoming message that you need to be sharing and/or imagine preparing for a key message you would need to share and complete the template from that perspective.

Submission Instructions:

Your response should be between 2-3 pages.

Please submit your responses to these questions as a word or pdf.

Email to: webinars@cfoe.ca

Email subject AND File name: WS-Session1-[your name]

Due date: September 28, 2020

After you submit your response you will receive a confirmation email. The person who led the webinar will be the one to review the reflection questions on a Pass/Fail/Resubmit format. They will also provide brief comments on your response. It is our goal to provide feedback before the next reflection is due.