

Communication with Team Members and Families - Educators

NQS 4.2.1 Professional collaboration

4.2.2 Professional standards

6.1.1 Engagement with the service

| | |
|-----------------|--|
| Name Educator 1 | |
| Name Educator 2 | |
| Name Educator 3 | |
| Name Educator 4 | |
| Name Educator 5 | |

E = Embedded I do that **ALL** the time

K = I know I need to do that, but I don't do it all the time

T = Please teach me how to do it or improve my understanding of why I need to do it.

| Positive communication strategies | ED1 | ED2 | ED3 | ED4 | ED5 |
|--|-----|-----|-----|-----|-----|
| Do you communicate clearly, openly and honestly? | | | | | |
| Do you treat others with respect? | | | | | |
| Do you react positively when receiving praise or suggestions for improvement? | | | | | |
| Are you always polite eg use please and thankyou? | | | | | |
| Do you always use a pleasant and calm tone? | | | | | |
| Are you an active listener eg ask questions or nod? | | | | | |
| Do you wait for others to finish before responding? | | | | | |
| Do you communicate in a two way process ie not talk 'at' others or ignore what they're saying? | | | | | |
| Do you look at others when speaking and give them your full attention? | | | | | |
| Do you show emotions like empathy when appropriate? | | | | | |
| Do you consider cultural sensitivities and diversity when talking to others? | | | | | |
| Do you cooperate with others? | | | | | |
| Do you respect the confidentiality of private information that's shared with you? | | | | | |
| Do you ask questions when you don't understand something? | | | | | |
| Do you greet others using their name? | | | | | |
| Do you show an interest in others eg their day, interests, jobs, activities, ideas? | | | | | |

Actions required