

Personal Communication Enhancement Checklist

Staff/family member name:

Skills:

1. Watch for communication and respond.
2. Augment: add to the communication
3. Assess communication skills of staff and people we support
4. Create goals with high impact on others
5. Slow down. Speak more slowly. Speak more quietly. Use shorter sentences.
6. Wait for a response. Use Structured Waiting
7. Do not talk about people in front of them as if they are not there.

Date	Place	Person's Initials	Skills I Used	Results	Notes