Team Communication

This checklist includes examples of verbal and written communication skills for building team relationships needed to work together effectively and gather and convey vital information for providing services and supports for children and families.

DEC Recommended Practices: Teaming and Collaboration 1–5
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ecta Early Childhood Technical Assistance Center

Practitioner

Child

Date

Instructions

Rate how often you used each practice characteristic:

1. Seldom (0–25%)
2. Sometimes (25–50%)
3. Often (50–75%)
4. Almost always (75–100%)

Practice Characteristics

	1	2	3	4
1. Choose the medium most appropriate for the purpose of the communication (for example, email, text, memo, document, one-to-one, or group meeting).	○	○	○	○
2. Create a climate that will encourage dialogue, discussion, and creative problem-solving for decision-making.	○	○	○	○
3. Clearly state the purpose of the communication interaction (for example, give information, raise awareness, discuss options, reach a decision).	○	○	○	○
4. Use clear, concise, plain language appropriate for all team members.	○	○	○	○
5. Use a tone that is polite, open, and professional.	○	○	○	○
6. Engage in active reflective listening behaviors to ensure that verbal messages are understood by all parties (for example, focusing on the speaker, askin open-ended questions, paraphrasing, or making clarifying statements).	○	○	○	○
7. Establish how comments or questions can be raised, including by whom and how they will be addressed.	○	○	○	○
8. Summarize or reiterate follow-up actions and next steps for all participants.	○	○	○	○