



Communication with Team Members and Families Educators

NQS Element 4.2.1 Professional collaboration

NQS Element 4.2.2 Professional standards

NQS Element 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.

ED1 ED2 ED3 ED4 ED5

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