

Completed by: _____ Date: _____

TEAM COMMUNICATION STYLES

This worksheet is designed to help you share how you prefer to communicate, receive feedback, and collaborate at work. Please complete each section honestly and thoughtfully. Your responses will help your team work with you more effectively and build stronger communication together.

How do you prefer to communicate at work? (e.g., email, chat, in-person, video call – and why)

What's the best way and time to reach you?

How do you like to receive feedback?

(private/public, written/verbal,
immediate/later)

What helps you do your best work when collaborating with others?

When conflict or tension arises, how do you prefer to handle it?

What stresses or frustrates you in team communication?

One thing teammates should know to communicate better with me is:

