

# HOW TO COMMUNICATE YOUR VISION

## CONSOLIDATION: A GUIDANCE CHECKLIST

Here's a checklist to consolidate what you've read, based on the PEA acronym. Tick off the sections as you complete them.

Activity	Checklist	Tick box
<b>Prepare</b>		
Personality	Does my message cater for 'big picture' and 'practical, detail' people?	
Context and Task (CAT)	Am I being clear about the overall Context?	
	Am I clear about the Tasks that will contribute to achieving the Context – and making sure they're meaningful for those assigned to them?	
<b>Explain</b>		
Creating the right environment	Have I planned enough time for the meeting?	
	Have I thought about how to demonstrate confidence in the ability of my audience?	
Explaining the CAT	Have I clearly linked the Tasks to the Context?	
Allowing opportunities for questions	Have I allowed time for people to ask questions?	
	Have I thought about answers to likely questions from different people?	
<b>Ask</b>		
Involving	What specific tasks do the audience think will help them achieve the Context and enable my vision?	

# HOW TO ENGAGE OTHERS TO DELIVER

## ENGAGING DIFFERENT TYPES

Use the grid below to help you engage those around you more effectively and confidently. Consider how you can:

- Observe and talk to team members to identify motivations, strengths and development needs
- Match team members' skills and knowledge to the tasks in hand to ensure each individual has an opportunity to work to his or her strengths
- Use the tips given to help you engage the different characters in your team.

Use the grid to systematically work through the previous steps:

Tasks	Skills	Low Impact	Knowledge Management