

## Leaders in Sustainable Development Programme 2021-22 Researcher Engagement and Reflection Log

### Workshop: [Writing and Communicating in Diverse Environments](#)

#### Outline

This worksheet is designed for you to reflect on the key learning points from the video and discussion workshop you attended and think about learning outcomes in line with your Development Training Record.

We encourage you to make a note of your responses in a separate document, ensuring your record your reflections and consider what legacy this will have after the training has finished.

Consider the following actions that you might take in relation to this workshop engagement and reflection log:

- ✓ Sharing your reflections with your peers – Commonwealth Scholars and others
- ✓ How can you record your notes in a way that best supports your individual learning?
- ✓ How might you use reflections from this worksheet log in the future to contribute towards learning in other workshops?

#### A. Self-reflection: Skills development

1. Rate your confidence in the following skills for success in Writing and Communicating in Diverse Environments, which were covered during the workshop. Rate the skills from 1-5 (1 = least confident, 5 = most confident):

	Understanding different writing styles in a professional environment
	Applying the 7 C's of communication
	Being able to effectively adapt your communication style
	Recognising and avoiding common communication issues in diverse teams
	Being able to resolve misunderstandings in diverse teams
	Recognising and avoiding communication faux pas
	Listening actively when engaging with others
	<b>Total ( max: 35)</b>

2. Below is a list of communication styles we touched on during training, in accordance with the DISC personality assessment.

Rate your perceived tendencies. This is helpful in understanding your dominant personal communication style (1 = not like this at all like your communication style; 5 = very similar to your communication style):

	<b>Dominance:</b> Decisive, efficient, intense, results-orientated, competitive, risk-tolerant
	<b>Influencer:</b> Outgoing, enthusiastic, persuasive, relationship-orientated, lively, optimistic
	<b>Conscientious:</b> Systematic, logical, reserved, process-orientated, cautious, risk-adverse
	<b>Steady:</b> Cooperative, relaxed, patient, support-orientated, friendly, thorough

3. What was your biggest learning takeaway from the workshop?

4. How will you apply what you have learnt today to your research/studies, and how does it complement your development training record?

5. What is one commitment you will make to building one of the skills introduced as part of the Writing and Communicating in Diverse Environments training?

E.g.

**Skill:** *Adapting my communication style to achieve results*

**Action:** *Next time when I am working in a diverse team, I will consider how communication style should be adapted to achieve results (e.g. recognizing the impact of communication on different people; considering how different perspectives, situations and contexts affect meaning and messaging; and selecting the appropriate communication method for the person/people I'm communicating with).*

**Skill:**

  

**Action:**

## B. Self-reflection: Learning in relation to Writing and Communicating in Diverse Environments

6. During training, we discussed how academic writing is distinct from non-academic writing.

Discuss a situation where you have recently used academic writing and non-academic writing.

7. We discussed the different types of writing styles in a professional environment, highlighting the goal and focus of each style.

In the table below, write down how you have used different writing styles in the past. Where have these styles been successful or unsuccessful.

Type of writing style	Successful	Unsuccessful
Factual/informational		
Influencing/persuasive		
Liaising/organising		
Friendly		

8. We discussed communication faux pas. For example: failing to communicate fully, assuming someone else has taken responsibility, being unprepared, using the wrong communication tool, or failing to consider actions or words.

Which one of these communication faux pas have you made in the past? Write how you intend to avoid making this faux pas in future.

9. During training, we discussed common communication issues in diverse teams.

Identify a situation when you observed a communication issue while working in a diverse team. What adaptive response did you use to resolve this issue, and how effective was it?

10. You completed the DISC personality assessment prior to the workshop.

Take a moment to reflect on how you might adapt your dominant personal communication style in future, and how this might assist you when communicating effectively in diverse teams.

## C. Tools to takeaway: Writing and Communicating in Diverse Environments

Below is a list of further tools that can be used for while working in a diverse team of researchers.

### (i) Myers Briggs personality assessment

[Click here](#) to complete another personality assessment.

Personality differences can be a source of misunderstanding and miscommunication. This free tool is quick and simple to use. It helps you to assess your own personality, and to gain an understanding of other personality types.

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## D. Additional information tip...

### (i) Reading

- How to Win Friends and Influence People – Dale Carnegie
- The Science of Effective Communication – Ian Tuhovs

### (ii) Podcasts

- 'How can I say this'
- 'Mindful communication podcast'

### (iii) Blog

- 'Rethinking business communications blog' – Lucille Ossai