

## Skills Workshop Communication Skills for Ministry Self-Assessment

To evaluate the effectiveness of the material presented today, **please rate your competencies** in the following knowledge and skills areas that were addressed in this workshop. You are evaluating yourself, not the workshop style or instructor. This self-evaluation will become part of your confidential file to track your progress through the program.

Use the scale of 1 to 5 (lowest to highest).

If you choose, please elaborate in the accompanying comment sections. Be aware that you have only been introduced to these areas in this workshop. Your competency may be in the early stages of awareness.

Please rate the extent to which this workshop has contributed to your:

1. Knowledge:

A. Understanding of effective communication skills needed to work effectively with parishioners, boards, committees, diocesan personnel, and professional colleagues.

1       2       3       4       5

Significant Learning: \_\_\_\_\_

Skills:

B. Ability to utilize (choose and use) communication skills in one's ministry.

1       2       3       4       5

Significant Learning: \_\_\_\_\_

C. Ability to assist others in acquiring the skills needed for parish leadership.

1       2       3       4       5

Significant Learning: \_\_\_\_\_

2. Knowledge:

A. Understanding the importance and use of listening skills.

1       2       3       4       5

Significant Learning: \_\_\_\_\_

Skills:

B. Ability to be an active listener; to attend to both verbal and non-verbal communication; to be empathetic and provide feedback; to withhold and make judgments appropriately.

1       2       3       4       5

Significant Learning: \_\_\_\_\_

3. Knowledge:

A. Understanding of the process of conflict management and confrontation.

- 1       2       3       4       5

Significant Learning: \_\_\_\_\_

Skills:

B. Ability to discern the issues involved in a conflict and to become a positive member of its resolution; to give others behavior-focused feedback.

- 1       2       3       4       5

Significant Learning: \_\_\_\_\_

4. Knowledge:

A. Understanding the language and concepts associated with active listening, paraphrasing, and feedback.

- 1       2       3       4       5

Significant Learning: \_\_\_\_\_

Skills:

B. Ability to attend, reflectively listen, and set up a conflict mediation.

- 1       2       3       4       5

Significant Learning: \_\_\_\_\_

5. How will this Skills Workshop help you to develop a spirituality appropriate to your ministerial roles, responsibilities, or commitments?

\_\_\_\_\_  
\_\_\_\_\_

Print Name (required): \_\_\_\_\_ Date: \_\_\_\_\_